

Dr. Lisa Buon

Acting Superintendent of Schools

Ms. Onyx Peterson  
Ms. Mary Ellen Leimer  
Dr. Elisa Correa-Soto  
Dr. Shannon O'Grady  
Mr. Christopher Bayer  
Mr. Joseph McGrath  
Ms. Kimberly Rohring  
Dr. Natasha Freeman-Mack

Deputy Superintendent  
Interim Associate Superintendent of Schools  
Asst. Superintendent, Secondary Curriculum & Instruction  
Asst. Superintendent, Elementary Curriculum & Instruction  
Asst. Superintendent, Exceptional Learners  
Asst. Superintendent, Chief Information & Data Officer  
Asst. Superintendent, Finance/Chief Financial Officer  
Asst. Superintendent, Chief Equity Officer

DATE: April 10, 2025  
MEMO: TO ALL BUILDINGS-PLEASE POST  
FROM: Mary Ellen Leimer  
Interim Associate Superintendent of Schools  
RE: Internal Posting – “MBK is Lit” Literacy Workshops – CSEA-Clerical

This posting will close at 4 PM on  
Thursday, May 1, 2025  
\*REPOST\*

**Anticipated Program Dates: May 2025 – June 2025**

**Locations/Times: Temple Hill ( 3:15 PM – 5:15 PM)**

**Dates: 5/15, 5/22, 5/29, 6/3 - Field trip date TBD.**

Please note inclement weather or snow day give back days will not be made up.

This program will be offered as a literacy enrichment program to help support the goals of our challenge grant, which include reading on grade level by grade 3 and financial literacy education.

**Applicants MUST hold NYS Certification in the area they are applying\***

Title	# of staff needed	Miscellaneous Info: (requirements)
CSEA-CLER	1- Clerical – Temple Hill Academy	Preference will be given to Clerical that are working at the building location .

**Funding Source: MBK Challenge Grant**

Positions will depend on student enrollment/attendance. This program is funded by the MBK Challenge Grant and it is contingent upon final approval and availability of funding from the NYS Education Department

**Compensation – As per the hourly rate according to the CSEA Collective Bargaining Agreement.**

**NOT TO EXCEED: (Clerical) 2.5 HOURS PER WEEK PER POSITION**

**Internal candidates** must respond online through the District’s website, under the “DISTRICT” tab, under “Employment with the District” Click on ‘APPLY’ alongside the posting.

**Paper applications will not be accepted PLEASE DO NOT E-MAIL directly to Ms. Leimer**

MEL:rg