

# NEWBURGH

ENLARGED CITY SCHOOL DISTRICT

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 SCHOOLS-PLEASE POST

FROM: Mary Ellen Leimer  
Interim Associate Superintendent for Schools

This posting will close at 4 PM on  
Monday, April 14, 2025  
**\*Not holding to the 10 days\***

RE: Anticipated Internal Posting – NY GEAR UP – Chaperone – New York City

**Trip Dates:** May 8-9, 2025 to New York City

**\*Individuals must hold valid NYS Certification for the position for which they are applying.  
All positions are contingent upon enrollment and funding.  
In the event of school closing or inclement weather the dates will not be made up.**

Title	# of Positions	Miscellaneous Info: (requirements)
NSAA-GEAR	1- Administrator	Preference will be given to an administrator who has supported GEAR UP program, assisted on trips with students and is familiar with the focus of College and Career readiness within the GEAR UP
COOR-GEAR	1 – Gear Up Coordinator	GEAR UP Coordinator to attend overnight GEAR UP college trip to New York City.

**Funding Source:** NY GEAR UP Grant

**NSAA REMUNERATION:** As per the hourly contractual rate.

**NOT TO EXCEED:** 7 Hours per day over the Administrator's daily hours.

**GEAR UP COORDINATOR REMUNERATION:** As per the hourly rate.

**NOT TO EXCEED:** 8 Hours per day over the Gear Up Coordinator's daily hours.

**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 EMAIL Ms. Leimer directly**

MEL: sb