

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: May 2, 2025

MEMO: TO ALL BUILDINGS – PLEASE POST

FROM: Mary Ellen Leimer
Interim Associate Superintendent of Schools

RE: Anticipated Vacancies – CSEA – **Part Time Clerks- 25-26 SY**

This posting will close at 4 PM on
Friday, May 16, 2025

At the present time the District has the following anticipated vacancies for the 25-26 school year:

Posting Name	Location	# of Positions
CLKP-NEW-HR	BOE-HR	2 - Part Time Clerks

Funding Source: General Fund

GENERAL STATEMENT OF DUTIES:

Independently performs routine clerical work and/or assists in performing more difficult and responsible clerical work; does related work as required.

- **Internal applicants must** submit a current resume and letter of interest to:
Office of Human Resources, 124 Grand St. Newburgh, NY 12550 or FAX to: 845-563-3468
- **External applicants must** respond via the OLAS Web Site (www.olasjobs.org) on or before the above closing date.

PLEASE DO NOT E-MAIL directly to Ms. Leimer.

MEL:tc