


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

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

DATE: January 10, 2025

MEMO: TO ALL SCHOOLS – PLEASE POST

FROM: Mary Ellen Leimer 
Interim Assistant Superintendent of Human Resources

RE: **Anticipated Vacancy– Part Time Library Assistant**

This posting will close at 4 PM on
Monday, January 27, 2025

At the present time the District has the following anticipated vacancy:

Posting Name	Location	Position	Requirements
LBAH-003	NFL	Part Time Library Assistant	Transfers or *Provisional

*** Part-time Library Assistant position is provisional and contingent upon the results of the Civil Service Exam when issued.**

Hours: 17.5 hours per week /flexible shifts in the morning and afternoon with some nights and weekends based on event staffing needs.

MINIMUM QUALIFICATIONS:

Bachelor’s degree from a regionally accredited college or university or one recognized by NYS Education Dept. as following acceptable educational practices.

A complete job description is on the District’s website www.newburghschools.org under the ‘DISTRICT’ tab/Employment with the District.

- **Internal Applicants:** submit a letter of interest to:

Mary Ellen Leimer, Interim Assistant Superintendent of Human Resources
124 Grand Street, 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 Ms. Leimer directly. Please use the ‘**Letter of Interest**’ template found on the district’s website (www.newburghschools.org) under the District Tab

PLEASE INCLUDE POSTING Name ON ALL CORRESPONDENCE

MEL:tc