



Dr. Jackielyn Manning Campbell Superintendent of Schools

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Asst. Superintendent, Secondary Curriculum & Instruction
Asst. Superintendent, Student Support Services
Asst. Superintendent, Human Resources
Asst. Superintendent, Chief Information & Data Officer
Asst. Superintendent, Elementary Curriculum & Instruction
Asst. Superintendent, Finance/Chief Financial Officer
Asst. Superintendent, Exceptional Learners

DATE: September 25, 2026

MEMO: TO ALL SCHOOLS – PLEASE POST

FROM: Dr. Madeline Diamond
Assistant Superintendent of Human Resources

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

This posting will close at 4 PM on
Thursday, October 8, 2026

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

Position	Location	Requirements
Part-Time Library Assistant	Newburgh Free Library	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 must** submit a current resume and letter of interest to:
Office of Human Resources, 124 Grand St. Newburgh, NY 12550 OR FAX to: 563-3468

• **External applicants** must respond via the OLAS Web Site (ww) on or before the above closing date.

MD:sp