


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

January 7, 2025

This posting will end at 4:00PM
on Wednesday, January 22, 2025

MEMO: TO ALL SCHOOLS-PLEASE POST

FROM: Mary Ellen Leimer 
Interim Assistant Superintendent of Human Resources

RE: Anticipated Vacancies: Principal Typist – CSEA (Curriculum & Instruction)

Posting Name	Title	Location	# Positions	Misc. Information
PTCS-C&I	Principal Typist-CSEA	BOE-Curriculum & Instruction	1	Transfers or Civil Service Eligible or Provisional

*** PRINCIPAL TYPIST POSITION IS PROVISIONAL and contingent upon results of the Civil Service Exam when issued**

GENERAL STATEMENT OF DUTIES:

This is an important position involving responsibility for the performance of a number of varied or unrelated clerical tasks which require the exercise of independent judgment, and a thorough understanding of specific law, office rules, procedures, and policies and a substantial amount of keyboarding. Work is done under the general supervision of a building principal or other designated administrator. Direct or general supervision may be exercised over the work of one or more full or part time clerical.

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

Funding Source: General Fund

- **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 (www.olasjobs.org) on or before the above closing date.

MEL: tc