

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: May 20, 2025

This posting will close at 4 PM on
Friday, May 30, 2025

MEMO: TO ALL BUILDINGS – PLEASE POST

FROM: Mary Ellen Leimer
Interim Associate Superintendent of Schools

RE: Anticipated Vacancy: Principal Typist (Confidential-Managerial) –Deputy Superintendent's Office

This position is non-represented; Confidential Managerial

POSTING NUMBER: PTYP-003

Principal Typist- Deputy Superintendent's Office

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, contracts 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.

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

- Internal Transfers: 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.

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

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

MEL:tc