

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 2, 2025

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

MEMO: TO ALL BUILDINGS – PLEASE POST

FROM: Mary Ellen Leimer
Interim Associate Superintendent of Schools

RE: CSEA –Anticipated Vacancy: Senior School Office Manager – South Middle School

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

Posting Name	Position	Location	Requirements
SSOM-003	Senior School Office Manager	South M.S.	Transfers or *Provisional

Funding Source: General Funds

*** Senior School Office Manager position is Provisional and Contingent upon results of the Civil Service Exam when issued.**

GENERAL STATEMENT OF DUTIES:

Performs varied clerical, keyboarding and public contact work in the management of a large school office; does related work as required.

REQUIRED KNOWLEDGES, SKILLS, ABILITIES:

Good knowledge of office terminology, procedures and equipment; good knowledge of business arithmetic and English; ability to keyboard accurately at a satisfactory rate of speed; ability to learn the organization, function, rules, policies and regulations of the school; ability to handle routine details independently; ability to plan and supervise the work of others; ability to get along well with students, parents and teachers often under stress conditions; good physical condition.

MINIMUM QUALIFICATIONS:

FOR PROMOTION:

Two years of permanent competitive class status in the Newburgh Enlarged City School District as a Stenographer, Typist, Clerk, Account Clerk or related clerical position.

- **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.

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

MEL: tc