


NEWBURGH

ENLARGED CITY SCHOOL DISTRICT

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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: September 6, 2024
MEMO: TO ALL SCHOOLS – PLEASE POST
FROM: Mary Ellen Leimer 
Interim Assistant Superintendent of Human Resources
RE: Newburgh Free Library – Student Page-Part Time Hourly

This posting will end at 4:00 PM on
Thursday, September 19, 2024

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

Posting Name	Location	# Positions	Position	Requirements
NFL - PAGE	Newburgh Free Library	1	Student Page-Part Time Hourly	Current students within the Newburgh School District; Age 14 & up with valid working papers

Up to 17.5 hours per week; evenings and weekends.

GENERAL STATEMENT OF DUTIES:

The work includes shelving of library materials, shelf maintenance, and performing minor clerical tasks. Provides simple directions to patrons. May be asked to perform simple physical tasks to support library programs or procedures. The work is performed under direct supervision and requires no prior knowledge of library procedures, as employees are trained on the job. Does related work as required.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Ability to understand and carry out directions; courtesy, good judgement, accuracy and orderliness; ability to sort material in alphabetical or numeric order; ability to lift objects such as books, supplies and files.

Interested applicants must use the District CSEA application found on the District's website, www.newburghschools.org under the "DISTRICT" tab, under 'Employment with the District'.

Copies of the application may also be picked up at the Newburgh Free Library in the main lobby.

Applications must be submitted to:

Mary Ellen Leimer, Interim Assistant Superintendent of Human Resources
124 Grand Street, Newburgh, NY 12550
Or FAX to: 845-563-3468

Funding Source: Library Fund

PLEASE DO NOT E-MAIL directly to Ms. Leimer.
PLEASE INCLUDE POSTING Name ON ALL CORRESPONDENCE

MEL: tc