

# 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 30, 2025

MEMO: TO ALL BUILDINGS – PLEASE POST

FROM: Mary Ellen Leimer  
Interim Associate Superintendent of Schools

RE: Anticipated Vacancy (ies) – Sub Librarian-Newburgh Free Library

This posting will close at 4 PM on  
Thursday, June 12, 2025

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

Posting Name	Location	Position	# Positions
LIB-SUB	Newburgh Free Library	Sub Hourly Librarian	1

## GENERAL STATEMENT OF DUTIES:

The work involves responsibility for basic level librarian duties. Employees in this class are expected to perform specific applications of professional duties under the general supervision of other professional Librarians. Supervision may be exercised over Library Assistants, Pages and Volunteers. Performs related work as required.

## MINIMUM QUALIFICATIONS:

Master's Degree in Librarianship from a library school that is accredited by the American Library Association or recognized by the NYS Education Department as following accepted education practices.

- **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](http://www.olasjobs.org)) on or before the above closing date.

**PLEASE INCLUDE POSTING Name ON ALL CORRESPONDENCE**

MM:sb