

# 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: CSEA –Anticipated Vacancy: Sub Typist – 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 vacancy:

Posting Name	Position	# Positions	Location (s)
TYPI-SUB	Sub Typist	1	Newburgh Free Library

Funding Source: Library Fund

**MINIMUM QUALIFICATIONS:**

- (a) Graduation from high school or
- (b) possession of a high school equivalency diploma, including or supplemented by a course in keyboarding; or
- (c) any equivalent combination of experience and training sufficient to indicate ability to do the work.

**REQUIRED KNOWLEDGES, SKILLS AND ABILITIES :**

Good knowledge of office terminology, procedures and equipment; working knowledge of business arithmetic and English; ability to keyboard accurately at an acceptable speed; ability to understand and carry out oral and written instructions; ability to get along well with others; ability to write legibly; clerical aptitude; mental alertness; neatness, accuracy; tact and courtesy; good physical condition.

- **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.

MEL:tc