



Dr. Jackielyn Manning Campbell Superintendent of Schools

- Ms. Onyx Peterson
- Ms. Elisa Correa-Soto
- Dr. Shannon O’Grady
- Mr. Christopher Bayer
- Ms. Mary Ellen Leimer
- TBD
- Ms. Kimberly Rohring
- Dr. Natasha Freeman-Mack

- Deputy Superintendent
- 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 16, 2024

MEMO: TO ALL BUILDINGS- PLEASE POST

FROM: Mary Ellen Leimer  
Interim Assistant Superintendent for Human Resources

RE: Anticipated Vacancies –Temporary Sub Administrator position (2024-2025 SY)

This posting will close at 4 PM on Friday, September 20, 2024  
\*Not holding to the 10 days\*

MEL  
SB

This is a Sub Administrator Special Project position assigned to the Hearing Office. Training will be provided.

**Applicants MUST hold NYS Certification in the area they are applying\***

Posting Name	Location	Certification Requirement	Days/Times	Time Frame**
SUB-ADMIN	Hearing Office	NYS School District Leader or School District Administrator Certification	Monday through Friday 8:00 AM – 4:00 PM OR 9:00 AM – 5:00 PM OR at the Superintendent’s discretion	Sept 24, 2024 – TBD

The position listed above is a temporary certified per diem substitute position. Per diem rate of pay \$500.00 per day. The \$350.00 per hearing rate DOES NOT apply to this position. Time frames are an approximation.

- 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 & Certified Newburgh Substitute teachers** must respond via the OLAS Web Site ([www.olasjobs.org](http://www.olasjobs.org)) on or before the above closing date.

**PLEASE DO NOT EMAIL Ms. Leimer directly.**

MM: sb