



Ms. Onyx Peterson
 Dr. Elisa Correa-Soto
 Dr. Natasha Freeman-Mack
 Dr. Madeline Diamond
 Mr. Joseph McGrath
 Dr. Shannon O'Grady
 Ms. Kimberly Rohring
 Ms. Michelle Mc Kitty-Bromley

Deputy Superintendent
 Asst. Superintendent, Secondary Curriculum & Instruction
 Asst. Superintendent, Student Support Services
 Asst. Superintendent, Human Resources
 Asst. Superintendent, Chief Information & Data Officer
 Asst. Superintendent, Elementary Curriculum & Instruction
 Asst. Superintendent, Finance/Chief Financial Officer
 Asst. Superintendent, Exceptional Learners

DATE: October 16, 2026

MEMO: TO ALL BUILDINGS-PLEASE POST

FROM: Dr. Madeline Diamond
 Assistant Superintendent of Human Resources

RE: Internal Posting – **Anticipated: District Turkey Distribution – CSEA**

This posting will close at 4 PM on
 Thursday, October 29, 2026

Anticipated Date: November 21, 2026

Time: 7:00 AM – 1:00 PM

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

Title	# of staff needed	Miscellaneous Info: (requirements)
CSEA-CUST	4- Custodians	Preference will be given to buildings and grounds staff who have worked prior district level events Not to exceed 7 hours per person
CSEA-HL-PC	7 - Parent Coordinators and/or Community Liaison/McKinney Vento Liaison	Must be a current Parent Coordinator, Community Liaison and McKinney Vento Liaison employed in the district in those positions Not to exceed 6.5 hours per person
CSEA-SMON	8- School Monitors (two shifts)	Preference will be given to School Monitors who have supported large district events or graduation 4 security monitors from 6am-10am 4 security monitors from 10am-1pm Not to exceed 4 hours per shift, per person

Funding Source: McKinney Vento

These positions may be shared. Contingent upon student enrollment, funding from the Empire State After-School Program Grant, and Board Approval. Preference will be given to the employees currently working at the program location. Preference will also be given to staff who can commit to all session dates. Participating in interviews and Board Approval does not guarantee program placement.

Orientation Date/Time: TBD

Compensation – As per the hourly rate according to the CSEA Collective Bargaining Agreement

NOT TO EXCEED: (CUSTODIAN) 7 HOURS PER PERSON

NOT TO EXCEED: (PARENT COORDINATORS, COMMUNITY LIASONS/MCKINNEY VENTO LIASON) 7 HOURS PER PERSON

NOT TO EXCEED: (SCHOOL MONITORS) 4 HOURS PER SHIFT, PER PERSON

Internal candidates must respond online through the District's website, under the "DISTRICT" tab, under "Employment with the District" Click on 'APPLY' alongside the posting.

Paper applications will not be accepted

PLEASE DO NOT E-MAIL directly to Dr. Diamond

MD:sp