

# 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 29, 2025

This posting will close at 4 PM on  
Wednesday, June 11, 2025

MEMO: TO ALL SCHOOLS – PLEASE POST

FROM: Mary Ellen Leimer  
Interim Associate Superintendent of Schools

RE: Internal Posting – **Stipend Position-Wincap Administrator 25-26 SY**

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

Posting Name	# Positions	Requirements	Job Description
WIN-ADMIN	1	Only personnel in the Finance Division are eligible to apply.	This includes, but is not limited to, reset passwords, establish user credentials, refresh test data sets, inform departments of current release notes (upgrades and updates) in WinCap, required to provide training to staff on how to use Wincap across the various modules, and will act as the District's liaison to Harris School Solutions. It is expected this person will develop a deep knowledge of the software to best administer it and support users.

**Funding Source:** General Fund

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

**PLEASE DO NOT E-MAIL directly to Ms. Leimer.** Paper applications will not be accepted.

**PLEASE INCLUDE POSTING Name ON ALL CORRESPONDENCE**

MEL:tc