

# NEWBURGH

ENLARGED CITY SCHOOL DISTRICT

Dr. J. Manning Campbell

Superintendent of Schools

Mr. Ed Forgit  
Ms. Andrea Moriarty  
Mr. Christopher Bayer  
Mr. Michael McLymore  
Ms. Onyx Peterson  
Ms. Kimberly Rohring  
Dr. Natasha Freeman-Mack

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

DATE: March 15, 2024

MEMO: TO ALL SCHOOLS – PLEASE POST

FROM: Michael McLymore  
Assistant Superintendent of Human Resources

RE: Anticipated Vacancy (ies) – Library Assistant

This posting will close at 4 PM on  
Thursday, April 4, 2024

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

Posting Name	Location	Position	Requirements
LIBA-003	NFL	Library Assistant	Transfers or *Provisional

**\*Library Assistant position is Provisional and Contingent upon results of the Civil Service Exam when issued.**

**Hours: 35 hours per week and includes a weekly night and Saturday rotation shift.**

**MINIMUM QUALIFICATIONS:**

Bachelors degree from a regionally accredited college or university or one recognized by NYS Education Dept. as following acceptable educational practices.

A complete job description is on the District's website [www.newburghschools.org](http://www.newburghschools.org) under the 'DISTRICT' tab/Employment with the District.

**Internal Applicants:** submit a letter of interest to:

Michael McLymore, Assistant Superintendent of Human Resources  
124 Grand Street, Newburgh, NY 12550

Or FAX to: 845-563-3468

- **External applicants** must respond via the OLAS Web Site ([www.olasjobs.org](http://www.olasjobs.org)) on or before the above closing date.

**PLEASE DO NOT E-MAIL directly to Mr. McLymore.** Please use the 'Letter of Interest' template found on the district's web-site ([www.newburghschools.org](http://www.newburghschools.org)) under the District Tab

**PLEASE INCLUDE POSTING Name ON ALL CORRESPONDENCE**

MM:sb