DATE: September 18, 2017

**Reply must be received in the Human Resource office no later than 4pm on Friday, September 29, 2017**

MEMO: TO ALL SCHOOLS-PLEASE POST

FROM: Michael McLymore

Assistant Superintendent for Human Resources

**RE: Internal Posting – CSEA Support Staff**

**21st Century After-School Academy**

**ANTICIPATED START DATE: October 18, 2017 through June 7, 2018**

**Contingent upon enrollment and funding from the 21st Century Learning Community Center Grant**

**All are encouraged to apply.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Posting Name** | **Position\*** | **Location** | **Days/Hours** | **Amount** |
| **21st Cent –BAL-SS** | 1-School Monitor  1 – Clerical  (Bilingual preferred) | Balmville | Tues-Thurs.  4:15-6:15PM | As per the CSEA hourly contractual rate |
| **21st-GAMS-SS** | 1-School Monitor  1 – Clerical  (Bilingual preferred) | GAMS | Tues.-Thurs.  3:15 – 5:15PM | As per the CSEA hourly contractual rate |
| **21st-HOH-SS** | 1-School Monitor  1 – Clerical  (Bilingual preferred) | HOH | Tues-Thurs.  4:15-6:15PM | As per the CSEA hourly contractual rate |
| **21st-VGSA-SS** | 1-School Monitor  1 – Clerical  (Bilingual preferred) | Vails Gate | Tues.-Thurs.  3:15-5:15PM | As per the CSEA hourly contractual rate |

\*Preference will be given to the support staff that apply for the programs in their current locations.

**Internal Applicants:** must apply online next to the name of the posting on the District’s website “APPLY” or use this link below to apply:

https://www.surveymonkey.com/r/J7RD8CV

No paper applications will be accepted.

**PLEASE DO NOT E-MAIL Mr. McLymore directly**. Please use the ‘Letter of Interest’ template found on the district’s web-site under the “EMPLOYMENT” tab (www.newburghschools.org)

**PLEASE INCLUDE POSTING Name ON ALL CORRESPONDENCE**

MM: cpm