DATE: February 26, 2020

MEMO: TO ALL BUILDINGS—PLEASE POST

FROM: Michael McLymore
Assistant Superintendent of Human Resources

RE: Anticipated Vacancy – ADULT ED DATA MANAGER

At the present time the district has the following anticipated vacancy:

POSTING NAME: AEDM
Adult Ed Data Manager

Minimum Requirements:
A. Bachelor’s Degree, with a minimum of 1 year experience working with adult education or social service programs, and relevant data management.

OR
B. Associates Degree with at least 3 years’ experience working with adult education or social service programs, and relevant data management.

General Statement of Duties:
Responsible for recruitment, enrollment, and data management aspects of the Adult Education Program that is supported with the Workforce Innovation and Opportunity Act (WIOA) funds. The primary focus of this position is to manage and monitor the intake and casework data of the WIOA program that provides services to persons (aged 16 and above) who have not yet received a high school diploma or its equivalent. In addition, the Data Manager will be required to initiate and sustain outreach efforts.

COMPENSATION: Approx. 20 hrs per week @ $39.00 per hour.

A complete job description can be found on the District’s website at www.newburghschools.org under the ‘DISTRICT’ tab/Employment with the District.

• **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) or the District’s NEW online application system: [RecruitFront](#) 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) under the District tab “Employment in the District”

MM: sb