DATE: January 2, 2024

MEMO: TO ALL BUILDINGS, PLEASE POST

FROM: Michael McLymore
Assistant Superintendent of Human Resources

RE: Anticipated Temporary Vacancy – INTERIM ASSISTANT PRINCIPAL

**Anticipated Dates:** January 3, 2024 – June 30, 2024

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

**POSTING NAME:** APRN

**Interim Assistant Principal – District**

**Qualifications:**
- NYS School Administrator/Supervisor (SAS) OR School Building Leader (SBL) Certification
- Master’s Degree required
- Certified Danielson Framework for Teaching 2011 Evaluator.
- At least 5 years of successful teaching experience.

**Job Goal:**
The Assistant Principal will utilize their leadership supervisory and administrative skills to promote the educational development of students, ensure the professional development of staff and faculty and provide a safe, healthy environment conducive to learning, and foster a strong relationship between the school, district and community.

A complete job description can be found on the District’s website at [www.newburghschools.org](http://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 ([wwwolasjobs.org](http://wwwolasjobs.org)) on or before the above closing date.

**PLEASE DO NOT E-MAIL directly to Mr. McLymore.**

MM: sb