DATE: May 16, 2024

MEMO: TO ALL BUILDINGS—PLEASE POST

FROM: Michael McIymore  
Assistant Superintendent of Human Resources

RE: Anticipated Vacancy – ELEMENTARY PRINCIPAL (District)

*Previous applicants are still under consideration*

At the present time the district has the following anticipated vacancy(s): Effective July 1, 2024

POSTING NAME: Elementary Principal- (District)

Qualifications:
1. SAS/SBL/SDA
2. MS+
4. At least 5-7 years successful teaching experience.
5. At least 3-5 years experience as a Building Level administrator.

Job Goal:
The Elementary 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.

Funding Source: General Fund

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) on or before the above closing date.

  PLEASE DO NOT E-MAIL directly to Mr. McIymore.

MM: sb