TO: ALL BUILDINGS – PLEASE POST

FROM: Michael McLymore
Assistant Superintendent for Human Resources

DATE: July 31, 2024

RE: Anticipated Vacancy - Interim Co-Principal Pre-K

At the present time, the District has the following anticipated vacancy:

POSTING NAME: INTERIM CO-PRINCIPAL PRE-K

TITLE: INTERIM CO-PRINCIPAL -PRE-K

QUALIFICATIONS:
1. NYS SAS/SBL Certification.
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 Co-Principal will utilize their leadership supervisory and administrative skills to promote the educational development of students, ensure the professional development of staff and faculty, provide a safe, healthy environment conducive for 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 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 email Mr. McLymore directly.

MM: sb