



Dr. Roberto Padilla

Mr. Ed Forgit
Mr. Michael McLymore
Ms. Sara Feliz
Dr. Lisamarie Spindler
Mr. Gregory Kern
Mr. Chris Bayer

Superintendent of Schools

Deputy Superintendent
Asst. Superintendent, Human Resources
Asst. Superintendent, Elementary Curriculum & Instruction
Asst. Superintendent, Secondary Curriculum & Instruction
Asst. Superintendent, Finance
Asst. Superintendent, Exceptional Learners

DATE: September 10, 2019 *Revised*
MEMO: TO ALL BUILDINGS-PLEASE POST
FROM: Michael McLymore *MM*
Assistant Superintendent of Human Resources

This posting will end at 4PM on Monday, September 16, 2019

Not holding to the 10 day posting period

RE: **Anticipated Vacancy (ies) – 2019-2020 School Year-NIGHT SCHOOL-NFA Main Campus CSEA**

Anticipated Program Dates: October 2, 2019 – June 24, 2020

At the present time the District has the following anticipated vacancies for the 2019-2020 school year:

| POSTING NAME | # of Positions | Anticipated Hours |
|--------------|------------------------|--------------------|
| *TYP-NT | 1 – Typist, Sub Typist | 1:00 PM – 9:00 PM |
| CLEN – NT | 1-Cleaner, Sub Cleaner | 2:00 PM – 10:00 PM |

***TYPIST POSITION IS AVAILABLE FOR TRANSFERS OR PROVISIONAL AND CONTINGENT UPON PASSING THE CIVIL SERVICE EXAM WHEN GIVEN.**

Anticipated Start and End Times for Night School Students – 2:30 PM – 8:45 PM

*Anticipated interview date Night School staff: September 17, 2019 - Time TBD

- **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** must respond online via 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 website (www.newburghschools.org) under the District tab “Employment in the District”

MM: sb