April 23, 2021

MEMO: TO ALL SCHOOLS-PLEASE POST

FROM: Michael McLymore
Assistant Superintendent for Human Resources

RE: Anticipated Vacancy-Director of Exceptional Learners

POSTING NAME: DTOR-020

TITLE: DIRECTOR OF EXCEPTIONAL LEARNERS

QUALIFICATIONS:

1. Master’s degree in special education, education administration, or related clinical service area
2. New York State SDA or SDL required
3. Three years successful years of supervisory or administrative experience in a Pre-K-12 public education setting required
4. Knowledge of budgeting, special education program administration and evaluation
5. Strong interpersonal and leadership skills that ensure productive interaction and effective team building
6. Excellent oral, written communication and presentation skills
7. Proficient in Microsoft Word, IEP Direct and Infinite Campus computer applications and data management
8. Ability to use effective public relations, interpersonal, organizational, leadership and supervisory skills for the successful implementation of special education and related services
9. Knowledge of the NYS Common Core Learning Standards
10. Trained Danielson Teachscape Lead evaluator under 3012-d

JOB GOAL: To lead an administrative team that fosters exceptional student programs in compliance with state and federal regulations, based on the unique needs of the students in the Newburgh Enlarged City School District

For a complete Job Description, please visit the District’s website (www.newburghschools.org) under the “DISTRICT” TAB. “EMPLOYMENT WITH THE DISTRICT”

Funding Source: General Fund

- 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 via the OLAS Web Site (www.olasijobs.org) or the District’s NEW online application system: RecruitFront on or before the above closing date. To apply for positions for the Newburgh Enlarged City School District through the RecruitFront program, please complete an application through RecruitFront and then check Newburgh in the list of participating Districts.

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

MM: sb