DATE: September 19, 2023

MEMO: TO ALL BUILDINGS – PLEASE POST

FROM: Michael McLymore
Assistant Superintendent of Human Resources

RE: CSEA – Part Time & Sub Food Service Helpers & Sub Teacher Aides (2023-2024 School Year)

At the present time the District has the following anticipated vacancies for the 2023-2024 School Year:

<table>
<thead>
<tr>
<th>Posting Name</th>
<th>Title</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>PT-FSH</td>
<td>*Part Time Food Service Helpers</td>
<td>District</td>
</tr>
<tr>
<td>SUB-FSH</td>
<td>Sub Food Service Helpers</td>
<td>District</td>
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<tr>
<td>SUB-AIDE</td>
<td>Sub Teacher Aides</td>
<td>District</td>
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*Regular Part Time Food Service Helpers are needed in multiple buildings throughout the District. The maximum number of hours per week is 26 hours (Between 1.5 and 5 per day) while school is in session.

Internal Applicants: submit a Letter of Interest to:

Michael McLymore, Assistant Superintendent of Human Resources
124 Grand Street, Newburgh, NY 12550
Or FAX to: 845-563-3468

Please use the ‘Letter of Interest’ template found on the district’s web-site www.newburghschools.org under the “DISTRICT” tab “EMPLOYMENT WITH THE DISTRICT”

External Applicants: Must submit a Letter of Interest and complete a CSEA Application for Employment on our website: Newburghschools.org under “District”, “Employment with the District”, “Employment Forms”.

Submit both the Letter of Interest and CSEA application to:

Michael McLymore, Assistant Superintendent of Human Resources
124 Grand Street, Newburgh, NY 12550
Or FAX to: 845-563-3468

• External applicants may also apply through the OLAS Web Site (www.olasjobs.org) on or before the above closing date.

PLEASE DO NOT E-MAIL directly to Mr. McLymore.
PLEASE INCLUDE POSTING Name ON ALL CORRESPONDENCE

MM: sb