

# NEWBURGH

ENLARGED CITY SCHOOL DISTRICT

Dr. J. Manning Campbell

Superintendent of Schools

Mr. Ed Forgit  
Ms. Andrea Moriarty  
Dr. Kathleen Farrell  
Mr. Christopher Bayer  
Mr. Michael McLymore  
Ms. Onyx Peterson  
Ms. Kimberly Rohring  
Dr. Natasha Freeman-Mack

Deputy Superintendent  
Asst. Superintendent, Elementary Curriculum & Instruction  
Asst. Superintendent, Secondary Curriculum & Instruction  
Asst. Superintendent, Exceptional Learners  
Asst. Superintendent, Human Resources  
Asst. Superintendent, Chief Information & Data Officer  
Asst. Superintendent, Finance/Chief Financial Officer  
Asst. Superintendent, Chief Equity Officer

DATE: September 19, 2023

MEMO: TO ALL BUILDINGS – PLEASE POST

FROM: Michael McLymore  
Assistant Superintendent of Human Resources

This posting will close at 4:00 PM on  
Monday, October 2, 2023

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:

Posting Name	Title	Location
PT-FSH	*Part Time Food Service Helpers	District
SUB-FSH	Sub Food Service Helpers	District
SUB-AIDE	Sub Teacher Aides	District

\*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](http://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](http://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](http://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