



Ms. Onyx Peterson
 Dr. Elisa Correa-Soto
 Dr. Natasha Freeman-Mack
 Dr. Madeline Diamond
 Mr. Joseph McGrath
 Dr. Shannon O'Grady
 Ms. Kimberly Rohring
 Ms. Michelle Mc Kitty-Bromley

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

DATE: September 14, 2026

MEMO: TO ALL SCHOOLS-PLEASE POST

FROM: Dr. Madeline Diamond
 Assistant Superintendent for Human Resources

RE: **Internal Vacancy(ies) - Saturday Academy- South Middle School
 -CSEA**

This posting will close at 4 PM on
 Friday, September 18, 2026
 Not holding to the 10 days

Program Dates: Oct. 10, 17, 24, 31/Nov. 7, 14/ Dec. 5, 12, 19 2026 /Jan. 9, 16, 23, 30/ Feb 6, 13, 27/ Mar. 6, 13, 20/ Apr. 10, 17 2027

Please note: Snow, inclement weather, or school closing days will not be made up.

Sub

ANTICIPATED STAFF ORIENTATION DATES AND TIMES: TBD

ANTICIPATED INTERVIEW DATES: TBD

Applicants MUST hold NYS Certification in the area they are applying*

Title	# of staff needed	Time/Dates	Miscellaneous Info: (requirements)
SAT-SMS-CLRCL	1- Typist/Senior Clerk 1- Sub Typist	Saturdays 9:00 AM – 1:00 PM	Preference will be provided to a typist who is familiar with the students, staff and everyday operations of this building. Not to exceed 4 hours per week.
SAT- SMS-MNTR	4- School Monitors 4- Sub School Monitors (position may be shared)	Saturdays 9:00 AM – 1:00 PM	Preference will be provided to school monitors who are familiar with the students, staff and everyday operations of this building. Not to exceed 4 hours per week.
SAT-SMS-CUST	2- Custodians	Saturdays 9:00 AM – 1:00 PM	Preference will be provided to custodians who are familiar with the students, staff and everyday operations of this building. Not to exceed 4 hours per week.

Funding Source: Federal- SIG Funds

REMUNERATION: As per the hourly contractual rate of the CSEA Collective Bargaining Agreement.

NOT TO EXCEED: 4 Hours Per Session Per Position

- All staff **MUST** attend orientation and/or professional development.

These positions may be shared. Contingent upon student enrollment, funding from the SIG Grant, and Board Approval.

Preference will be given to the employees currently working at South Middle School. Preference will also be given to teachers who can commit to all session dates. Participating in interviews and Board Approval does *not* guarantee program placement.

Internal candidates must respond online through the District's website, under the "DISTRICT" tab, under "Employment with the District" Click on 'APPLY' alongside of the posting.

PLEASE DO NOT E-MAIL directly to Dr. Diamond. Paper applications will not be accepted.

MD:sp