DATE: March 20, 2024

MEMO: TO ALL SCHOOLS PLEASE POST

FROM: Michael McLymore Assistant Superintendent for Human Resources

RE: Internal Posting – Stipend Position – Special Education Dept. Support 23-24 SY

At the present time the District has the following anticipated vacancies:

I-Stipend Position - Special Education Department Support

Requirements:
Must be a current Principal Typist and/or have previous experience with the duties and responsibilities listed below.

Duties and Responsibilities:
1. Process monthly invoices for all Exceptional Learners students attending day, residential and BOCES programs.
2. Verify student attendance and enrollment in day, residential, and BOCES programs on a monthly basis. Communicate with the Exceptional Learners Division and relevant schools when students are enrolled or disenrolled in programs to ensure invoices are accurate.
3. Process monthly invoices for health-related services including nursing and hospital bills for students who require these services.
4. Generate and process PO's and invoices for the Pupil Personnel Division.
5. Generate and process all conference requests for Pupil Personnel Division.
6. Process monthly invoices for special education services for Parentally Placed Newburgh students attending private schools outside the District.
7. Monitor and process invoices for Health and Welfare services for Newburgh students attending private schools outside of the Newburgh District.
8. Collaborate with the finance division and the Pupil Personnel Division for monitoring annual expenditures by code and communicate when monies are needed to cover expenses.

Funding Source: General Fund

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 Mr. McLymore. Paper applications will not be accepted.

PLEASE INCLUDE POSTING Name ON ALL CORRESPONDENCE

MM: sb