



Dr. Jackielyn Manning Campbell **Superintendent of Schools**

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: October 5, 2026

MEMO: TO ALL BUILDINGS – **PLEASE POST**

FROM: Dr. Madeline Diamond
 Assistant Superintendent of Human Resources

RE: CSEA –**Anticipated Vacancy: Sub Typist**

This posting will close at 4 PM on
Monday, October 19, 2026

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

Posting Name	Position	Location
TYPI-SUB	Sub Typist	District

Funding Source: General Fund

MINIMUM QUALIFICATIONS:

- (a) Graduation from high school or
- (b) possession of a high school equivalency diploma, including or supplemented by a course in keyboarding; or
- (c) any equivalent combination of experience and training sufficient to indicate ability to do the work.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES :

Good knowledge of office terminology, procedures and equipment; working knowledge of business arithmetic and English; ability to keyboard accurately at an acceptable speed; ability to understand and carry out oral and written instructions; ability to get along well with others; ability to write legibly; clerical aptitude; mental alertness; neatness, accuracy; tact and courtesy; good physical condition.

- **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.olasjobs.org) on or before the above closing date.

MD:sp