DATE: April 23, 2021

MEMO: TO ALL BUILDINGS-PLEASE POST

FROM: Michael McLymore  
Assistant Superintendent of Human Resources

RE: Anticipated Vacancy – Supervisor for Exceptional Learners – SPVR-0006

| QUALIFICATIONS: | • Masters degree in special education, education administration, or related clinical service area.  
| | • New York State SDA or SDL required.  
| | • Specific experience in the interpretation and implementation of federal and state legislation and guidelines governing education and the IEP process.  
| | • Documented experience and participation in the IEP process.  
| | • Strong interpersonal and leadership skills that ensure productive interaction and effective team building.  
| | • Excellent oral, written communication and presentation skills.  
| | • Proficient in Microsoft Word, IEP Direct and Infinite Campus computer applications and data management.  
| | • Ability to use effective public relations, interpersonal, organizational, leadership and supervisory skills for the successful implementation of special education programs.  

| JOB GOAL: | To implement district special education programs in compliance with regulations and aligned to the strategic plan for the Department of Special Education.

A complete job description can be found on the District's website at [www.newburghschools.org](http://www.newburghschools.org) under the 'DISTRICT' tab/Employment with the District.

**Funding Source:** General Fund

- **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.jobadis.org](http://www.jobadis.org)) or the District’s NEW online application system: [RecruitFront](http://www.recruitfront.com) or before the above closing date. To apply for positions for the Newburgh Enlarged City School District through the RecruitFront program, please complete an application through RecruitFront and then check Newburgh in the list of participating Districts.

**PLEASE DO NOT E-MAIL directly to Mr. McLymore.**

MM:sb