



**Dr. Roberto Padilla**  
Mr. Ed Forgit  
Mr. Michael McLymore  
Ms. Sara Feliz  
Dr. Lisamarie Spindler  
Mr. Gregory Kern  
Mr. Chris Bayer

**Superintendent of Schools**  
Deputy Superintendent  
Asst. Superintendent, Human Resources  
Asst. Superintendent, Elementary Curriculum & Instruction  
Asst. Superintendent, Secondary Curriculum & Instruction  
Asst. Superintendent, Finance  
Asst. Superintendent, Exceptional Learners

DATE: September 4, 2019  
MEMO: TO ALL BUILDINGS – PLEASE POST  
FROM: Michael McLymore *MM*  
Assistant Superintendent of Human Resources  
RE: CSEA –Typist

Replies must be received in the Office of Human Resources by 4PM on Tuesday, September 17, 2019

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

Posting Name	Location	Requirements
TYP-054	New Windsor School	Transfers or Provisional*

**\*TYPIST POSITION IS PROVISIONAL\***  
and contingent upon the Civil Service Exam when issued

- **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](http://www.olasjobs.org)) or the District's NEW online application system: [RecruitFront](#) on or before the above closing date.

**PLEASE DO NOT E-MAIL directly to Mr. McLymore.** 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 in the District"

**PLEASE INCLUDE POSTING Name ON ALL CORRESPONDENCE**

MM: sb