NEWBURGH
ENLARGED CITY SCHOOL DISTRICT

Dr. Roberto Padilla — **Superintendent of Schools**
Mr. Ed Forgit — Deputy Superintendent
Mr. Michael McLymore — Asst. Superintendent, Human Resources
Ms. Sara Feliz — Asst. Superintendent, Elementary Curriculum & Instruction
Dr. Lisamarie Spindler — Asst. Superintendent, Secondary Curriculum & Instruction
Mr. Gregory Kern — Asst. Superintendent, Finance
Mr. Chris Bayer — Asst. Superintendent, Exceptional Learners

DATE: December 3, 2018

MEMO: TO ALL BUILDINGS – PLEASE POST

Replies must be received in the Office of Human Resources by 4PM on Friday, December 14, 2018

FROM: Michael McLymore
Assistant Superintendent of Human Resources

RE: CSEA

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

Posting Name	Location	QTY	Requirements
Typist GDL-009	Gardnertown School	1	Transfers or Provisional*

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

Internal Applicants: submit a letter of interest to:

Michael McLymore, Assistant Superintendent of Human Resources
124 Grand Street, Newburgh, NY 12550

Or **FAX** to: 845-563-3468

External Applicants: must have a completed application on file **and** submit a letter of interest to:

Office of Human Resources,
124 Grand St., Newburgh, NY 12550

Or **FAX** to: 845-563-3468

Candidates may also apply online at www.newburghschools.org by choosing the link under the Support Staff Positions in the District Tab-Employment with the District.

PLEASE DO NOT E-MAIL directly to Mr. McLymore. Please use the 'Letter of Interest' template found on the district's web-site under the "DISTRICT" tab "EMPLOYMENT WITH THE DISTRICT"

PLEASE INCLUDE POSTING Name ON ALL CORRESPONDENCE

MM:sb