DATE: July 18, 2017

Responses must be received in the Office of Human Resources by 4PM on Friday, July 28, 2017.

TO: ALL SCHOOLS-PLEASE POST

FROM: Michael McLymore

Assistant Superintendent of Human Resources

RE: **Anticipated Vacancy – September 1, 2017 – CNA Nurse Instructor**

**\*Applicants MUST hold NYS Certification in the area they are applying**

**OR eligible for a Transitional A certification\***

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

**POSTING NAME: CNANrsInst**

**Newburgh Free Academy CNA Nurse Instructor**

Full time instructor for classes at various times and locations. NYS Registered Professional Nurse License required plus two years of verifiable Long Term Care experience. Also required is experience with nursing home nurse aides, skills, duties and in-service education. This candidate must be eligible for the NYS Health Occupations Certification.

**Internal applicants must** respond in writing (**POSTING NAME MUST BE INCLUDED**) ***AND*** include a current resume and letter of interest on or before the closing date to **Office of Human** **Resources**, 124 Grand St., Newburgh, NY 12550, **OR FAX** to 845-563-3468

**External applicants must** respond via the OLAS Web Site ([www.olasjobs.org](http://www.olasjobs.org)) **including posting** **name**, on or before the closing date. If you do not have access to a computer, or need assistance in the application process, please notify our Human Resources Office.

**PLEASE DO NOT E-MAIL Mr. McLymore directly-**letters of interest form may be found on the District’s website under the “EMPLOYMENT TAB”

MM: cpm

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