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

This posting will end at 4PM on Friday, June 21, 2019.

Not holding to the 10 day posting period

DATE: June 17, 2019

MEMO: TO ALL BUILDINGS-PLEASE POST

FROM: Michael McLymore
Assistant Superintendent for Human Resources

RE: ANTICIPATED VACANCY – **Executive Director for Human Resources**

POSTING NAME: EXDIR-HR
Title: Executive Director for Human Resources
12 month position

QUALIFICATIONS:	• NYS School District Administrator (SDA) or School District Leader (SDL) certification required. • Master's Degree required • Three to five years of district level or building level administrative experience required • Ability to formulate ideas and communicate effectively. • Expertise in the use of technology to manipulate and analyze data.
JOB GOAL:	• To work collaboratively with the Assistant Superintendent for Human Resources in the areas of human resources management including but not limited to the recruitment of qualified staff, staff orientation, employee data, personnel procedures, policies, contract negotiations, employee discipline, benefits and professional development activities. • To be responsible for the development and oversight of the following initiatives which will strengthen the capacity of the staff of the Newburgh Enlarged City School District: a) Increase the number of highly effective teachers and leaders in the District. b) Improve the delivery of culturally responsive curriculum as measured by growth on the NYS Assessments. c) Identify effective teachers who meet the criteria for working with disengaged youth.

A complete job description may be found on the District's website at www.newburghschools.org under the 'EMPLOYMENT' tab.

- **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 & Certified Newburgh Substitute Teachers** must respond via the OLAS Web Site **(www.olasjobs.org)** or the District's NEW online application system: RecruitFront on or before the above closing date.

PLEASE DO NOT E-MAIL Mr. McLymore directly.

MM: cpm