

NEWBURGH

ENLARGED CITY SCHOOL DISTRICT

Dr. J. Manning Campbell

Superintendent of Schools

Mr. Ed Forgit
Ms. Andrea Moriarty
Dr. Kathleen Farrell
Mr. Christopher Bayer
Mr. Michael McLymore
Ms. Onyx Peterson
Ms. Kimberly Rohring
Dr. Natasha Freeman-Mack

Deputy Superintendent
Asst. Superintendent, Elementary Curriculum & Instruction
Asst. Superintendent, Secondary Curriculum & Instruction
Asst. Superintendent, Exceptional Learners
Asst. Superintendent, Human Resources
Asst. Superintendent, Chief Information & Data Officer
Asst. Superintendent, Finance/Chief Financial Officer
Asst. Superintendent, Chief Equity Officer

DATE: May 7, 2024

MEMO: TO ALL SCHOOLS-PLEASE POST

FROM: Michael McLymore
Assistant Superintendent for Human Resources

This posting will close at 4 PM on
Monday, May 20, 2024

RE: Anticipated Internal Posting – NY GEAR UP – CSEA Clerical Support

NY GEAR UP

This program is to provide support for students beginning in 8th grade to become college and career ready. The objective is to provide tutoring, afterschool and in-school support, workshops and symposiums, college tours, and organizational skills to support graduation from High School and increase students entering college.

Anticipated Program Dates: June 3, 2024 – August 30, 2024

Work is to be performed after the normal work day.

***Individuals must hold valid NYS Certification for the position for which they are applying.**

Title	# of staff needed	Miscellaneous Info: (requirements)
GEAR UP PROGRAM-CSEA	1 - *Clerical * Must be a current NECSD Typist, Bilingual Typist or Principal Typist	Clerical staff: responsibilities will be: data submission to the State portal, processing of timesheets for GEAR Up programs, creating P.O.'s , processing student attendance, and all other assigned clerical duties related to GEAR Up. Preference will be given to someone who is familiar with: data submission to the State portal, processing timesheets for programs, creating P.O.'s, processing student attendance for the grant requirement and all other assigned clerical duties related to GEAR Up.

Funding Source: NY GEAR UP Grant

REMUNERATION: As per the hourly rate according to the CSEA Collective Bargaining Agreement.

NOT TO EXCEED: 5 Hours per week per position

Internal candidates must respond online through the District's website, under the "DISTRICT" tab, under "Employment with the District" Click on 'APPLY' alongside of the posting.

Paper applications will not be accepted. PLEASE DO NOT E-MAIL Mr. McLymore directly

MM: sb