

# NEWBURGH

ENLARGED CITY SCHOOL DISTRICT

Dr. Jackielyn Manning Campbell Superintendent of Schools

Ms. Onyx Peterson  
Ms. Elisa Correa-Soto  
Dr. Shannon O'Grady  
Mr. Christopher Bayer  
Ms. Mary Ellen Leimer  
TBD  
Ms. Kimberly Rohring  
Dr. Natasha Freeman-Mack

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

DATE: November 25, 2024  
MEMO: TO ALL BUILDINGS – PLEASE POST  
FROM: Mary Ellen Leimer <sup>MEL tc</sup>  
Interim Assistant Superintendent of Human Resources  
RE: Anticipated Vacancies – **Sub Library Guard**

This posting will close at 4 PM on  
Tuesday, December 10, 2024

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

Posting Name	Location	# Positions	Position
ACKS-SUB-NFL	Newburgh Free Library	1	Sub Library Guard

**Requirements:**

- 8 hour and 16-hour course completion certificate
- Security License
- High School Diploma or GED
- **Must submit proof of all of the above requirements.**
- **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)) on or before the above closing date.

**PLEASE DO NOT E-MAIL directly to Ms. Leimer.** 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"

MEL: tc