

# NEWBURGH

ENLARGED CITY SCHOOL DISTRICT

Dr. Lisa Buon

Acting Superintendent of Schools

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

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

DATE: March 28, 2025

MEMO: TO ALL SCHOOLS-PLEASE POST

FROM: Mary Ellen Leimer  
 Interim Associate Superintendent of Schools

This posting will close at 4:00 PM  
 on Friday, April 4, 2025  
 \*Not holding to the 10 days\*

RE: Internal Posting - Empire State After-School Programs – CSEA – Buildings & Grounds

ANTICIPATED DATES: April 26, 2025 – May 31, 2025

Posting Name	Position	Location (s)	Days/Hours
EMP-B & G	1-Custodian, Head Custodian, Sr. Custodian or Cleaner; 1-Sub (May be shared)	NFAN	Saturdays (7:30 AM – 11:30 AM) *Preference will be given to B & G staff working at the building location
EMP-B & G	1-Custodian, Head Custodian, Sr. Custodian or Cleaner ; 1-Sub (May be shared)	SMS	Saturdays (7:30 AM – 12:00 PM) *Preference will be given to B & G staff working at the building location

**LOCATIONS & TIMES:** NFA Main: 2:20 PM to 3:40 PM  
 NFA West 2:30PM to 3:50 PM  
 NFA North 2:30 PM to 3:50 PM (Weekdays) / 8:00 AM to 11:00 AM (Saturdays)  
 Heritage Middle School: 2:15 PM to 3:15 PM  
 South Middle School: 2:15 PM to 3:15 PM (Weekdays) / 8:00 AM to 11:30 AM (Saturdays)  
 Meadow: 3:15 PM to 4:15 PM  
 Temple Hill: 3:15 PM to 4:15 PM

**ANTICIPATED STAFF ORIENTATION DATES:** TBD

**ANTICIPATED INTERVIEW DATES:** TBD

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

- All staff **MUST** attend orientation and/or professional development.

These positions may be shared. Contingent upon student enrollment, funding from the Empire State After-School Program Grant, and Board Approval. Preference will be given to the employees currently working at the program location, and certified teachers with most closely related experience pertinent to the program curriculum. Participating in interviews and Board Approval does *not* guarantee program placement.

**Internal Applicants:** Please apply online through the District's website ([www.newburghschools.org](http://www.newburghschools.org)) under the District Tab-Employment with the District.

Paper applications will not be accepted. **PLEASE DO NOT E-MAIL Ms. Leimer directly.** MEL:sb