

# 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: April 2, 2025  
 MEMO: TO ALL BUILDINGS-PLEASE POST  
 FROM: Mary Ellen Leimer  
 Interim Associate Superintendent of Schools  
 RE: Internal Posting – “MBK is Lit” Literacy Workshops – CSEA-Clerical & Security

This posting will close at 4 PM on  
 Tuesday, April 8, 2025  
*\*Repost\**  
*\*Not Holding to the 10 Days\**

**Anticipated Program Dates:** April 2025 – June 2025

**Locations/Times:** Fostertown, New Windsor (4:15 PM – 6:15)  
 Meadow Hill & Temple Hill (3:15 PM – 5:15 PM)

**Dates:** 4/24, 4/29, 5/1, 5/8, 5/15, 5/22, 5/29, 6/3 - Field trip date TBD.

Please note inclement weather or snow day give back days will not be made up.

This program will be offered as a literacy enrichment program to help support the goals of our challenge grant, which include reading on grade level by grade 3 and financial literacy education.

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

Title	# of staff needed	Miscellaneous Info: (requirements)
NTA -CLER	2- Clerical (1 at MHS, 1 at THA)	Preference will be given to Clerical that are working at the building location.
NTA-SEC	2-Security (1 at MHS, 1 at THA)	Preference will be given to Security that are working at the building location.

**Funding Source:** MBK Challenge Grant

Positions will depend on student enrollment/attendance. This program is funded by the MBK Challenge Grant and it is contingent upon final approval and availability of funding from the NYS Education Department

**Compensation – As per the hourly rate according to the CSEA Collective Bargaining Agreement.**

**NOT TO EXCEED: (Clerical) 2.5 HOURS PER WEEK PER POSITION**

**NOT TO EXCEED: (Security) 3 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 the posting.

Paper applications will not be accepted PLEASE DO NOT E-MAIL directly to Ms. Leimer

MEL:tc