

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 20, 2024

This posting will close at 4 PM on  
Thursday, December 5, 2024

MEMO: TO ALL BUILDINGS – PLEASE POST

FROM: Mary Ellen Leimer MEL  
11/20/24  
Interim Assistant Superintendent of Human Resources

RE: CSEA –Anticipated Vacancy: Senior School Office Manager – South Middle School

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

Posting Name	Position	Location	Requirements
SSOM-003	Senior School Office Manager	South M.S.	Transfers or *Provisional

**Funding Source:** General Funds

**\* Senior School Office Manager position is Provisional and Contingent upon results of the Civil Service Exam when issued.**

**GENERAL STATEMENT OF DUTIES:**

Performs varied clerical, keyboarding and public contact work in the management of a large school office; does related work as required.

**REQUIRED KNOWLEDGES, SKILLS, ABILITIES:**

Good knowledge of office terminology, procedures and equipment; good knowledge of business arithmetic and English; ability to keyboard accurately at a satisfactory rate of speed; ability to learn the organization, function, rules, policies and regulations of the school; ability to handle routine details independently; ability to plan and supervise the work of others; ability to get along well with students, parents and teachers often under stress conditions; good physical condition.

**MINIMUM QUALIFICATIONS:**

**FOR PROMOTION:**

Two years of permanent competitive class status in the Newburgh Enlarged City School District as a Stenographer, Typist, Clerk, Account Clerk or related clerical position.

- **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**

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

MM: tc