

April 28, 2026

**Revised to extend post end date*

This posting will close at 4:00 PM
on **Sunday, May 17, 2026.*

TO: ALL BUILDINGS – PLEASE POST

FROM: Genieve Holder
Assistant Superintendent, Human Resources

RE: Anticipated Vacancy- Assistant Superintendent Human Resources

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

POSTING NAME: ASUP-HR

TITLE: Assistant Superintendent of Human Resources

QUALIFICATIONS:	<ul style="list-style-type: none"> • New York State certification as a School District Administrator or School District Leader (SDA/SDL) or eligibility preferred. • Extensive knowledge of NYS Education Law, Civil Service Law, and labor relations. • Demonstrated experience in human resources leadership, preferably in a public school district. • Strong interpersonal, organizational, and communication skills. • Experience in collective bargaining and contract administration required.
JOB GOAL:	<ul style="list-style-type: none"> • To serve as the Chief Human Resource Officer and representative of the Superintendent's cabinet for matters in which activities and interests of personnel are involved; has primary responsibility for the planning, directing, and supervision of all functions pertaining to the human resources division.

A complete job description can be found on the District's website at www.newburghschools.org under the 'DISTRICT' tab/Employment with the District.

Funding Source: General Fund

- **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) on or before the above closing date.

PLEASE DO NOT E-MAIL directly to Ms. Holder

GH:sb