

NEWBURGH

ENLARGED CITY SCHOOL DISTRICT

Ms. Onyx Peterson
Dr. Elisa Correa-Soto
Dr. Natasha Freeman-Mack
Ms. Marcie Heywood
Ms. Genieve Holder
Mr. Joseph McGrath
Dr. Shannon O'Grady
Ms. Kimberly Rohring
TBD

Deputy Superintendent
Asst. Superintendent, Secondary Curriculum & Instruction
Asst. Superintendent, Chief Equity Officer
Asst. Superintendent, PRE K - 2
Asst. Superintendent, Human Resources
Asst. Superintendent, Chief Information & Data Officer
Asst. Superintendent, Elementary Curriculum & Instruction
Asst. Superintendent, Finance/Chief Financial Officer
Asst. Superintendent, Exceptional Learners

DATE: September 4, 2025

MEMO: TO ALL BUILDINGS-PLEASE POST

FROM: Genieve Holder
Assistant Superintendent of Human Resources

RE: Anticipated Vacancy – Assistant Superintendent of Exceptional Learners

This posting will close at 4:00PM on
Sunday, September 14, 2025
Re-Post

TITLE: Assistant Superintendent of Exceptional Learners

QUALIFICATIONS:

1. New York State Certification as a School District Leader (SDL), School District Administrator (SDA), or equivalent.
2. Master's Degree required; Doctoral Degree in Educational Leadership, Special Education, or related field highly preferred.
3. Minimum of 5 years successful leadership experience in Special Education administration, including direct oversight of compliance, personnel, and instructional programming.
4. Demonstrated expertise in federal and state Special Education law, including IDEA, Section 504, ADA, and NYSED Part 200 Regulations.
5. Proven ability to manage legal matters, including due process hearings, mediation, and corrective action plans in collaboration with legal counsel.
6. Strong experience in budget development and fiscal management of general and special education funds (IDEA, Medicaid, high-cost reimbursements).
7. Track record of supervising Special Education staff (CSE Chairs, Coordinators, Related Service Providers, etc.) and fostering professional growth.
8. Deep understanding of inclusive practices, IEP development, Multi-Tiered Systems of Support (MTSS), and evidence-based interventions.
9. Experience in data-driven decision making, including the use of compliance, academic, behavioral, and fiscal data to inform programming.
10. Demonstrated ability to collaborate across departments and engage families and community partners in support of student success.

**GENERAL STATEMENT
OF DUTIES:**

This position ensures high expectations and legal compliance across the Special Education continuum by providing structural oversight, instructional leadership, and cross-functional coordination. The Assistant Superintendent will ensure:

- Full compliance with federal and state Special Education laws, including IDEA, Section 504, Part 200 Regulations, and ADA mandates.
- The district's adherence to legal timelines, procedural safeguards, and due process rights for students with disabilities and their families.
- Oversight of the development, implementation, and monitoring of Individualized Education Programs (IEPs) in accordance with legal standards.
- Supervision of instruction and equitable service delivery to students with disabilities.
- Development and facilitation of professional learning, with an emphasis on legal requirements, compliance, and best practices.
- Collaboration with internal and external legal counsel to manage disputes, mediation, and impartial hearings.
- Transparent, proactive communication with stakeholders, including families, school staff, community organizations, and regulatory bodies.
- Strategic leadership in ensuring related services, transition planning, and access to inclusive opportunities are provided in accordance with the law.

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

- **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 & Certified Newburgh Substitute teachers** must respond via the OLAS Web Site (www.olasjobs.org) on or before the above closing date.

GH: sb