



Ms. Onyx Peterson
Dr. Elisa Correa-Soto
Dr. Natasha Freeman-Mack
Dr. Madeline Diamond
Mr. Joseph McGrath
Dr. Shannon O'Grady
Ms. Kimberly Rohring
Ms. Michelle Mc Kitty-Bromley

Deputy Superintendent
Asst. Superintendent, Secondary Curriculum & Instruction
Asst. Superintendent, Student Support Services
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 23, 2026

MEMO: TO ALL BUILDINGS-PLEASE POST

FROM: Dr. Madeline Diamond
Assistant Superintendent of Human Resources

RE: Anticipated Vacancy: Assistant Transportation Coordinator

This posting will end at 4:00PM on
Tuesday, October 6, 2026

POSTING NAME: Assistant Transportation Coordinator

**** Assistant Transportation Coordinator position is Provisional and Contingent upon results of the Civil Service Exam when issued.**

GOAL/PURPOSE: To assist the Transportation Coordinator in maintaining the district's transportation program, ensuring safe, reliable bus service to include public, private, charter and special needs transportation for all students, field trip transportation, athletics and all extra-curricular transportation as needed under the direction of the Transportation Coordinator.

KNOWLEDGE, SKILLS AND ABILITIES:

Excellent written and oral communication skills. Good knowledge of office methods and procedures. Computer proficiency which shall include Microsoft Word, Excel, and routing software (currently Transfinder). Good knowledge of NYS Dept. of Transportation rules and regulations, as well as NYS Dept. of Education Pupil Transportation rules and regulations. Advance knowledge of computerized routing and scheduling software systems (i.e. Transfinder). Ability to interpret and analyze bus routing information and schedules. Ability to read and interpret contracts and bid specifications. Good knowledge of the district's geographic and street locations. Thorough knowledge of standard bus transportation methods; good knowledge of driving safety practices; ability to plan and supervise the work of others; ability to prepare/review records and reports; must be able to collaborate with stakeholders across the organization.

MINIMUM QUALIFICATIONS TO APPLY FOR EXAM: Either:

- A. Bachelor's Degree and one year of experience working with a school district, or public or private transportation program.
- B. Associate's Degree and two years of experience working with a school district, or public or private transportation program.
- C. High School or equivalency diploma and four years of experience working with a school district, or public or private transportation program.

SPECIAL REQUIREMENT:

Candidates must be certified to train drivers under Article 19A of the Vehicle and Traffic Law or be SDBI credentialed upon or within 6 months of appointment.

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

- **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 email Dr. Diamond directly

MD:sp