



Dr. Jackielyn Manning Campbell

Superintendent of Schools

Ms. Onyx Peterson

Deputy Superintendent

Dr. Elisa Correa-Soto

Asst. Superintendent, Secondary Curriculum & Instruction

Dr. Natasha Freeman-Mack

Asst. Superintendent, Student Support Services

Dr. Madeline Diamond

Asst. Superintendent, Human Resources

Mr. Joseph McGrath

Asst. Superintendent, Chief Information & Data Officer

Dr. Shannon O'Grady

Asst. Superintendent, Elementary Curriculum & Instruction

Ms. Kimberly Rohring

Asst. Superintendent, Finance/Chief Financial Officer

Ms. Michelle Mc Kitty-Bromley

Asst. Superintendent, Exceptional Learners

DATE: October 7, 2026

This posting will close at 4 PM on
Wednesday, October 28, 2026

MEMO: TO ALL SCHOOLS – PLEASE POST

FROM: Dr. Madeline Diamond
Assistant Superintendent for Human Resources

RE: Anticipated vacancy – CSEA- **Sub Cleaner/Messenger**

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

Posting Name	Position	Location	Requirements
CLNR/MSGR-SUB	Sub Hourly Cleaner/Messenger	District	Applicants must hold a valid Driver's License

GENERAL STATEMENT OF DUTIES: Performs routine messenger/mail and cleaning duties; does related work as required.

REQUIRED KNOWLEDGES, SKILLS, AND ABILITIES:

Some knowledge of building cleaning practices, supplies and equipment and ability to use the economically and efficiently; ability to follow simple oral and written directions; thoroughness, dependability, tact, good physical condition,

ACCEPTABLE EXPERIENCE AND TRAINING:

Graduation from a standard grade school.

- **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.

MD:sp