Dr. Jackielyn Manning Campbell **Superintendent of Schools**

NEWBURGH
ENLARGED CITY SCHOOL DISTRICT

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: November 24, 2026

This posting will close at 4:00 PM on Tuesday, December 8, 2026

MEMO: TO ALL BUILDINGS - PLEASE POST

FROM: Dr. Madeline Diamond
Asst. Superintendent of Human Resources

RE: Anticipated Vacancy - Coordinator of Parent Involvement 26 - 27 School Year

***Position is Provisional and contingent upon results of the Civil Service Exam when issued.**

Title: **Coordinator of Parent Involvement**

MINIMUM QUALIFICATIONS: Either;

A. Bachelor's degree AND two years' experience working with families and/or community groups in a government, business, educational or non-profit organizational settings; OR;
B. Associate's degree AND four years' experience as described above.

PRIMARY RESPONSIBILITIES:

- Develops, coordinates, and implements programs focused on increasing meaningful parent/caregiver involvement that positively impact their children's education
- Provides technical assistance, guidance, and support to school principals, teachers, parent groups, and community partners regarding parent/caregiver engagement opportunities and educational activities
- Represents the school district at community planning meetings, advisory groups, committees, and other organizations related to education, parent/caregiver support, and community services
- Serve as a resource to parents/caregivers by connecting them with educational programs, school resources, and community services that support student success
- Assist schools in the development of effective parent involvement strategies aligned to district goals, strategic plans, and comprehensive educational plans
- Support and collaborate with parent-teacher organizations in activities regarding the increase in parent/caregiver engagement at their children's school
- Promotes effective communication between parents/caregivers and schools
- Identifies barriers and actively pursues remedies in removing barriers that prevent parents/caregiver being engaged in their children's education
- Excellent verbal and communication skills
- Familiarity with professional photography devices (ie., Canon, Nikon, iPhone)
- Working familiarity with Canva
- Develop and implement public engagement strategies through visual storytelling
- Maintains records and documentation related to parent/caregivers that support family engagement initiatives
- Performs related duties as required

Work is performed under the general direction of the Asst. Superintendent. Work is performed in a variety of settings: district and school buildings and community sites.

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

- **Internal candidates** 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 OLAS Web Site **(www.olasjobs.org)** on or before the above closing date.