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, Chief Equity Officer
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 4, 2026

This posting will close at 4 PM on Tuesday, November 17, 2026

MEMO: TO ALL SCHOOLS-PLEASE POST

FROM: Dr. Madeline Diamond
Assistant Superintendent for Human Resources

RE: Internal Posting - **Empire State After-School Programs – Clerical - SMS**

ANTICIPATED START DATE: November 28, 2026

2 Sessions SESSION II- December 1, 2026 - February 25, 2027
SESSION III -March 2 – May 27, 2027

***Applicants must hold NYS certification in the area that they are applying**

Posting Name	Position	Location	Days
EMP-CLER	**1-Clerical (can be shared)** **1-Sub Clerical**	**SMS**	Tuesday, Wednesday Thursday 3:30-4:30PM

ANTICIPATED STAFF ORIENTATION DATES:
ANTICIPATED INTERVIEW DATES: **TBD**

REMUNERATION: As per the hourly rate according to the CSEA Collective Bargaining Agreement

- **All staff MUST attend orientation and/or professional development.**

These positions may be shared. Contingent upon student enrollment, funding from the Empire State After-School Program Grant, and Board Approval. Preference will be given to the employees currently working at the program location, and certified teachers with most closely related experience pertinent to the program curriculum. Participating in interviews and Board Approval does *not* guarantee program placement.

All Clerical must:

- Provide high quality and engaging program related instruction and activities.
- Accurately record attendance daily.
- Provide evidence of program happenings and feedback via student and teacher surveys shared at the end of each quarter by the grant facilitator.

Internal Applicants: Please apply online through the District's website (www.newburghschools.org) under the District Tab-Employment with the District.
Paper applications will not be accepted. **PLEASE DO NOT E-MAIL Dr. Diamond directly**.

MD:sp