

NEWBURGH

ENLARGED CITY SCHOOL DISTRICT

Dr. Jackielyn Manning Campbell Superintendent of Schools

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, Student Support Services
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: October 31, 2025

MEMO: TO ALL SCHOOLS-PLEASE POST

FROM: Genieve Holder 
Assistant Superintendent for Human Resources

This posting will close at 4 PM on
Sunday, November 9, 2025

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

ANTICIPATED START DATE: November 26, 2025

3 Sessions SESSION I- October 21 – November 20, 2025
SESSION II- December 9 – February 26, 2026
SESSION III -March 10 – May 28, 2026

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

Posting Name	Position	Location (s)	Days
EMP-CLER-SUB	1-Sub Clerical	HMS	Tuesday, Wednesday, Thursday

LOCATIONS & TIMES: Heritage 2:15 PM to 3:15 PM

ANTICIPATED STAFF ORIENTATION DATES: TBD

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:

- Monitor & certify daily student attendance
- Ensure teachers sign in and out
- Oversee and maintain record of daily snack/food count
- Refer to sign in/out sheets to prepare payroll timesheets and deliver to Empire Coordinator in a timely fashion.

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 Ms. Holder directly.**
GH:sb