

DATE: October 6, 2026

MEMO: TO ALL SCHOOLS-PLEASE POST

FROM: Dr. Madeline Diamond
Assistant Superintendent of Human Resources

RE: Anticipated Vacancy- **Executive Director of Human Resources**

TITLE: **Executive Director of Human Resources**

This posting will end at 4:00PM on
Friday, October 16, 2026

QUALIFICATIONS:

Required

- New York State School District Administrator (SDA) or School District Leader (SDL) certification
- Three to five years of experience in Human Resources in a public-sector setting (*school district, municipality, BOCES, or government agency*)
- Working knowledge of NYS Education Law, Civil Service Law, the Taylor Law, and the Public Employees' Fair Employment Act
- Experience with contract administration, grievances, and disciplinary processes
- Experience with teacher and administrator evaluation systems (APPR) and TEACH certification processes
- Strong skills in written and verbal communication

Preferred

- Master's degree in educational leadership, human resources, public administration, or a related field
- Bilingual (Spanish/English)
- Professional HR certification (SHRM-SCP, SPHR, or equivalent)

JOB GOAL:

The Executive Director of Human Resources reports to the Assistant Superintendent of Human Resources. This position directs HR functions, including but not limited to: recruitment, retention, labor relations, certification, compliance, benefits, and employee wellness, to ensure that every school is staffed with qualified, committed professionals who serve the needs of our diverse student community.

For a complete Job Description, please visit 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**

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- **External applicants & Certified Newburgh Substitute teachers** must respond via the OLAS Web Site (www.olasjobs.org) on or before the above closing date.

MD:sp