



Dr. Jackielyn Manning Campbell Superintendent of Schools

Ms. Onyx Peterson
Dr. Elisa Correa-Soto
Dr. Natasha Freeman-Mack
Dr. Madeline Diamond
Mr. Joseph McGrath
Dr. Shannon O'Grady
Ms. Kimberly Rohring
Ms. Michelle Mc Kitty-Bromley

Deputy Superintendent
Asst. Superintendent, Secondary Curriculum & Instruction
Asst. Superintendent, Student Support Services
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

August 26, 2026

This posting will end at 4PM on
Wednesday, September 9, 2026

MEMO: TO ALL SCHOOLS-PLEASE POST

FROM: Dr. Madeline Diamond
Assistant Superintendent for Human Resources

RE: Anticipated Vacancy – **Human Resources Generalist**

TITLE: Human Resources Generalist - A *Provisional Appointment

Human Resources Generalist position is *Provisional and Contingent upon results of the Civil Service Exam when given

GENERAL STATEMENT OF DUTIES:

Perform and support operations within the school district, including recruiting, onboarding, benefits administration, compliance, employee relations, and performance management, while ensuring alignment with district policies and the unique needs of educators and staff.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Excellent oral and written communication, with sensitivity to diverse school communities. Strong interpersonal, negotiation, and conflict-resolution capabilities. Superior organizational, analytical, and time-management skills, with attention to detail. High integrity, discretion, and the ability to maintain confidentiality. Thorough understanding of HR and employment laws, especially those applicable to school districts and civil service. Proficiency with Microsoft Office and other standard office platforms, and ability to learn and use district HRIS and talent management systems such as Win Cap, OLAS, and Frontline.

MINIMUM QUALIFICATIONS; EITHER;
OPEN COMPETITIVE:

Bachelor's Degree and two years of full-time paid experience in human resources or business administration or closely related field, or

Associate's degree and four years of full-time paid experience in human resources or business administration or closely related field.

FOR PROMOTION:

Two years of permanent status with the Newburgh School District as a Principal Typist.

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

MD:sp