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 25, 2026**

This posting will close at 4:00 PM
Saturday, December 5, 2026

TO: **ALL BUILDINGS – PLEASE POST**

FROM: **Dr. Madeline Diamond**
Assistant Superintendent, Human Resources

RE: **Anticipated Vacancy- Interim Director of Facilities III**

At the present time the District has the following anticipated vacancies:

POSTING NAME: Interim Director of Facilities III

TITLE: Interim Director of Facilities III

DISTINGUISHING FEATURES OF THE CLASS: The Director of Facilities III is responsible for providing administrative directions to the School District's facilities department. The work is performed according to established policies and procedures and in accordance with applicable State, local, and federal laws, rules and regulations which apply to school district facility operations and maintenance. The majority of activities are performed in the office, but the incumbent will spend time at various work sites ensuring that work is being performed and completed in an efficient manner. This position differs from Director of Facilities II in that the incumbent has primarily administrative responsibilities, while the Director of Facilities II has supervisory responsibilities over subordinate supervisors and staff. A Director of Facilities III may have an Assistant Director of Facilities III to assist with the management of day-to-day activities. The work is performed under the general supervision of the School Superintendent or designee with considerable leeway allowed for the exercise of independent judgment in carrying out the details of the work. Supervision is exercised over the work of subordinate supervisors. Does related work as required.

MINIMUM QUALIFICATIONS:

A. A Bachelor's or higher-level degree in School Facilities Management, Engineering, Construction Management or Architecture and three years of experience in school facilities maintenance, general building construction, or building maintenance or repair work, or construction management, one year of which must have involved the *supervision of employees**; or

B. An Associate's or higher-level degree in School Facilities Management, Engineering, Engineering Technology, Building Construction Technology, Architecture or Architectural Technology and five years of experience in school facilities maintenance, general building construction, building maintenance or repair work, or construction management, one year of which must have involved the *supervision of employees**; or

C. Seven years of experience in school facilities maintenance, general building construction, building maintenance or repair work, or construction management, one year of which must have involved the *supervision of employees.*

NOTE: Verifiable part-time experience may be prorated toward meeting full-time experience requirements.

Non-Qualifying Experience: Experience limited to building cleaning is not qualifying. Building cleaning is defined as activities primarily involving a variety of inside and outside building cleaning activities including, but not limited to, washing walls and windows, polishing floors, cleaning restrooms, disposing of refuse.

A degree in landscape architecture shall not be qualifying.

*Supervision of Employees is defined as responsible direction and control of subordinate employees. This involves a responsibility for planning for individuals in a work group and includes but is not limited to, assigning and reviewing work, evaluating performance, maintaining work standards, motivating and developing subordinate employees, implementing procedural changes, increasing efficiency and dealing with problems of absenteeism, morale and discipline. The supervision aspects must be an integral part of the job, not incidental or occasional.

Project Management experience which did not include the minimum amount of experience in employee supervision is not qualifying.

Construction Management: includes management of a building construction project from inception to completion including cost estimating, construction planning/scheduling and construction inspection to ensure compliance with building codes.

SPECIAL REQUIREMENT: Possession of a valid driver's license to operate a motor vehicle in the State of New York and certificates appropriate to the vehicles, equipment and/or machinery operated at time of appointment or during the course of employment consistent with the needs of the School District.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS:
In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.

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

Funding Source: General Fund

- **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 must** respond via the OLAS Web Site **(www.olasjobs.org)** on or before the above closing date.

MD:sb