

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, Chief Equity Officer
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: September 5, 2025
MEMO: TO ALL BUILDINGS-PLEASE POST
FROM: Genieve Holder ^{GK}_{SD}
Assistant Superintendent for Human Resources
RE: Anticipated Internal Posting – NY GEAR UP – CSEA Clerical Support

This posting will close at 4 pm on
Thursday, September 18, 2025

NY GEAR UP

This program is to provide support for students currently in the 10th grade cohort to become college and career ready. The objective is to provide tutoring, afterschool and in-school support, workshops and symposiums, college tours, and organizational skills to support graduation from High School and increase students entering college.

Anticipated Program Dates: October 2025 – August 2026

Work is to be performed after the normal work day.

***Individuals must hold valid NYS Certification for the position for which they are applying.**

Title	# of staff needed	Miscellaneous Info: (requirements)
GEAR UP PROGRAM-CSEA	1 – Clerical *Must be a current NECSD Typist, Bilingual Typist or Principal Typist	Clerical staff: The position will be from October 2025-August of 2026 not to exceed ten hours per week. The responsibilities will be: data submission to the State portal, processing of timesheets for GEAR Up programs, creating P.O.'s in Wincap, processing student attendance, and all other assigned clerical duties related to GEAR Up as needed to support the Program Coordinator. Preference will be given to someone who is familiar with: data submission to the State portal, processing timesheets for programs, creating P.O.'s, processing student attendance for the grant requirement and all other assigned clerical duties related to GEAR UP. *Bilingual also preferred for occasional parent outreach.

Funding Source: NY GEAR UP Grant

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

NOT TO EXCEED: 10 Hours per week per position from October 2025- August 2026

Internal candidates must respond online through the District's website, under the "DISTRICT" tab, under "Employment with the District" Click on 'APPLY' alongside of the posting.

Paper applications will not be accepted.

PLEASE DO NOT E-MAIL Genieve Holder