

# NEWBURGH

ENLARGED CITY SCHOOL DISTRICT

Ms. Onyx Peterson

Acting Superintendent of Schools

TBD

Dr. Elisa Correa-Soto

Dr. Shannon O'Grady

Ms. Marcie Heywood

Ms. Genieve Holder

Mr. Joseph McGrath

TBD

Ms. Kimberly Rohring

Dr. Natasha Freeman-Mack

Deputy Superintendent

Asst. Superintendent, Secondary Curriculum & Instruction

Asst. Superintendent, Elementary Curriculum & Instruction

Asst. Superintendent, PRE K - 2

Asst. Superintendent, Human Resources

Asst. Superintendent, Chief Information & Data Officer

Asst. Superintendent, Exceptional Learners

Asst. Superintendent, Finance/Chief Financial Officer

Asst. Superintendent, Chief Equity Officer

DATE: August 27, 2025

MEMO: TO ALL SCHOOLS PLEASE POST

FROM: Genieve Holder  
Assistant Superintendent, Human Resources

RE: Anticipated Internal Posting – NY GEAR UP – Chaperone – Washington D.C.

Trip Dates: October 13, 2025 – October 16, 2025

This posting will close at 4 PM on  
Friday, September 5, 2025

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

**All positions are contingent upon enrollment and funding.**

**In the event of school closing or inclement weather the dates will not be made up.**

Title	# of Positions	Miscellaneous Info: (requirements)
NSAA-GEAR	1- Administrator	Preference will be given to an administrator who has supported GEAR UP program, assisted on trips with students and is familiar with the focus of College and Career readiness within the GEAR UP
NTA-GEAR	1-School Counselor	1 school counselor to attend an overnight GEAR UP trip to Washington, DC. Preference will be given to a school counselor who has supported GEAR UP program, assisted on trips with students and is familiar with the focus of College and Career readiness within the GEAR UP grant.
COOR-GEAR	1 – Gear Up Coordinator	GEAR UP Coordinator to attend overnight GEAR UP trip to Washington D.C. Preference will be given to the Gear Up Coordinator who supports the program.
COOR-EVENT	1-Gear Up Event Planner	GEAR UP Event Planner to attend overnight GEAR UP trip to Washington D.C. Preference will be given to the Gear Up Event Planner who supports the program

**Funding Source: NY GEAR UP Grant**

Compensation will be after contractual hours on each day and will not exceed 10 hours per each day.

**NTA REMUNERATION:** As per the salary rate for hours worked per the contractual work day.

**NTA REMUNERATION:** As per the contractual Chaperone rate for hours worked over the contractual work day hours.

**NOT TO EXCEED:** 10 hours per day over the NTA daily contractual hours.

**NSAA REMUNERATION:** As per the hourly contractual rate.

**NOT TO EXCEED:** 10 Hours per day over the Administrator's daily hours.

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**GEAR UP COORDINATOR & GEAR UP EVENT PLANNER REMUNERATION:** As per the hourly rate.  
**NOT TO EXCEED:** 10 Hours per day over the Gear Up Coordinator's and Gear Up Event Planners daily hours.

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

Paper applications will not be accepted. **PLEASE DO NOT EMAIL Ms. Holder directly**

GH:sb