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Superintendent of Schools

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Deputy Superintendent

Dr. Elisa Correa-Soto

Asst. Superintendent, Elementary Curriculum & Instruction

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Asst. Superintendent, Student Support Services

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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: July 28, 2026

MEMO: TO ALL BUILDINGS-PLEASE POST

FROM: Onyx Peterson
Deputy Superintendent

RE: Anticipated Internal Vacancy – **School Counselor (Transcript Review)**

This posting will close at 4 PM on
Thursday, August 8, 2026

Position Title: School Counselor – Career & Technical Education Transcript Specialist

Position Overview:

The Newburgh Enlarged City School District is seeking a detail-oriented, student-focused School Counselor to support Career and Technical Education (CTE) students through comprehensive transcript audits and pathway reviews. The ideal candidate will ensure students are on track for graduation, meet state CTE requirements, and earn industry-recognized credentials.

Key Responsibilities:

- **Transcript Audits:** Review and analyze high school transcripts for students enrolled in CTE programs to ensure accurate credit tracking and graduation compliance.
- **Pathway Verification:** Verify that students are completing the correct sequence of courses required for their specific CTE pathways and industry certifications.
- **Collaboration:** Work closely with CTE teachers, the guidance department, and administration to identify and resolve credit deficiencies or scheduling conflicts.
- **Data Management:** Update and maintain accurate student records within the school's Student Information System.
- **Student Intervention:** Identify at-risk students who are missing key requirements and collaborate with full-time counselors to implement graduation rescue plans.

Qualifications & Skills

- **Education & Certification:** Master's degree in School Counseling and a valid State School Counselor Certification/License.
- **Experience:** Previous experience working in a high school counseling setting is highly preferred. Strong familiarity with CTE programs, endorsement pathways, and graduation requirements is a major plus.
- **Technical Skills:** Proficiency with Student Information Systems and Microsoft Excel/Google Sheets.
- **Attributes:** High attention to detail, strong organizational skills, and the ability to work independently.

Remuneration: As per Schedule M of the NTA Collective Bargaining Agreement

Not to Exceed: 20 Hours Total

Funding Source: General Fund

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.

OP:sp