

Ms. Onyx Peterson	Deputy Superintendent
Dr. Elisa Correa-Soto	Asst. Superintendent, Secondary Curriculum & Instruction
Dr. Natasha Freeman-Mack	Asst. Superintendent, Student Support Services
Ms. Marcie Heywood	Asst. Superintendent, Pre K - 2
Ms. Genieve Holder	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: February 4, 2026

MEMO: TO ALL SCHOOLS PLEASE POST

FROM: Genieve Holder
Assistant Superintendent for Human Resources

RE: Internal Vacancy(ies) - Saturday Academy- South Middle School
-CSEA Clerical & School Monitor

ANTICIPATED START DATE: February 28, 2026

Program Dates: February 28/ March 7, 14, 21/ April 11, 18, 25/ May 2, 9, 16, 23, 30, 2026

This posting will close at 4 PM on
Wednesday, February 18, 2026

ANTICIPATED STAFF ORIENTATION DATES AND TIMES: February 28, 2026 8:00 AM - 12:00PM

ANTICIPATED INTERVIEW DATES: TBD

Applicants MUST hold NYS Certification in the area they are applying*

Title	# of staff needed	Time/Dates	Miscellaneous Info: (requirements)
SAT-SMS-CLRCL	1-Clerical 1- Sub Clerical (May be shared)	Saturdays 8:00 AM – 12:00 PM	Preference will be given to clerical who support South Middle School Monday-Friday in the 25-26 school year.
SAT- SMS-MNTR	4-Security 1-Sub Security (May be shared)	Saturdays 8:00 AM – 12:00 PM	Preference will be given to security monitors who are at South Middle School Monday-Friday.

Funding Source: SIG Grant

REMUNERATION: As per the hourly contractual rate of the CSEA Collective Bargaining Agreement.

NOT TO EXCEED: 4 Hours Per Session Per Position

- All staff MUST attend orientation and/or professional development.

These positions may be shared. Contingent upon student enrollment, funding from the SIG Grant, and Board Approval. Preference will be given to the employees currently working at South Middle School. Preference will also be given to teachers who can commit to all session dates. Participating in interviews and Board Approval does *not* guarantee program placement.

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.

PLEASE DO NOT E-MAIL directly to Ms. Holder. Paper applications will not be accepted.

GH:sp