


Dr. Elisa Correa-Soto
Dr. Shannon O'Grady
Mr. Christopher Bayer
Ms. Marcie Heywood
Ms. Genieve Holder
Mr. Joseph McGrath
Ms. Kimberly Rohring
Dr. Natasha Freeman-Mack

Asst. Superintendent, Secondary Curriculum & Instruction
Asst. Superintendent, Elementary Curriculum & Instruction
Asst. Superintendent, Exceptional Learners
Asst. Superintendent, Pre-K - 2
Asst. Superintendent, Human Resources
Asst. Superintendent, Chief Information & Data Officer
Asst. Superintendent, Finance/Chief Financial Officer
Asst. Superintendent, Chief Equity Officer

July 14, 2025

This posting will close at 4 PM on
Wednesday, July 23, 2025

TO: ALL BUILDINGS – PLEASE POST

FROM: Genieve Holder 
Assistant Superintendent for Human Resources

RE: Anticipated Vacancy- School Business Administrator

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

POSTING NAME: School Business Administrator

TITLE: School Business Administrator

QUALIFICATIONS:	<ul style="list-style-type: none">• Master's degree in business administration, public administration, finance, accounting or other applicable field preferred.• SBA or SDBL certification• Knowledge of school finance, fund accounting, risk management, and regulations governing the work of a school business office.• Experience in a school business office• Supervisory experience
INFORMATION:	This is a management confidential, professional business management position responsible for supervision and performance of assigned functions including, but not limited to, budget, purchasing, accounting and reporting in a school district. Activities are performed in accordance with school district policies and NYS regulations. The School Business Administrator supports the Assistant Superintendent for Finance.

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.

PLEASE DO NOT E-MAIL directly to Ms. Holder

GH:sb