



Dr. Jackielyn Manning Campbell Superintendent of Schools

Ms. Onyx Peterson
Dr. Elisa Correa-Soto
Dr. Natasha Freeman-Mack
TBD
Mr. Joseph McGrath
Dr. Shannon O'Grady
Ms. Kimberly Rohring
Ms. Michelle Mc Kitty-Bromley

Deputy Superintendent
Asst. Superintendent, Secondary Curriculum & Instruction
Asst. Superintendent, Student Support Services
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: July 28, 2026

MEMO: TO ALL BUILDINGS – PLEASE POST

FROM: Onyx Peterson
Deputy Superintendent

RE: Anticipated Vacancy- School Business Administrator

This posting will close at 4 PM on
Thursday August 6, 2026

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

POSTING NAME: School Business Administrator

TITLE: School Business Administrator

QUALIFICATIONS:	• 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.

OP:sp