



Ms. Onyx Peterson
 Dr. Elisa Correa-Soto
 Dr. Natasha Freeman-Mack
 Dr. Madeline Diamond
 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: October 26, 2026

MEMO: TO ALL BUILDINGS – PLEASE POST

FROM: Dr. Madeline Diamond
 Assistant Superintendent of Human Resources

RE: Anticipated Vacancy- School Business Manager

This posting will close at 4 PM on
 Friday, November 6, 2026

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

POSTING NAME: School Business Manager

TITLE: School Business Administrator

QUALIFICATIONS:	- Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Master's degree in Business Administration, Public Administration, Accounting, Business Education, or related field, and two (2) years' experience in business administration including accounting and budgeting, one (1) year of which shall have involved the supervision of others; OR - Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's degree in Business Administration, Public Administration, Accounting, Business Education, or related field, and four (4) years experience in business administration including accounting and budgeting, one (1) year of which shall have involved the supervision of others.
INFORMATION:	This work involves the business management activities of a school district. This position involves responsibility for supervision and performance of assigned functions including, but not limited to, budget, purchasing, accounting and reporting, accounts payable, payroll, position control, and operating affairs. Activities are performed in accordance with school district policies and NYS regulations. Work is performed under the general direction of the Assistant Superintendent for Finance. Supervision may be exercised over business office personnel. Does related work as required.

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

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- **External applicants** must respond via the OLAS Web Site (www.olasjobs.org) on or before the above closing date.

MD:sp