

# NEWBURGH

ENLARGED CITY SCHOOL DISTRICT

Dr. Jackielyn Manning Campbell Superintendent of Schools

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

Deputy Superintendent  
Asst. Superintendent, Secondary Curriculum & Instruction  
Asst. Superintendent, Student Support Services  
Asst. Superintendent, PRE K - 2  
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: December 8, 2025

MEMO: TO ALL SCHOOLS-PLEASE POST

FROM: Genieve Holder  
Assistant Superintendent, Human Resources

This posting will close on 4 PM  
on Friday December 19, 2025

RE: Vacancy: Student Records Database Coordinator

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

Location	Position	Requirements
District	Student Records Database Coordinator	*Provisional

**\*Student Records Database Coordinator position is Provisional and Contingent upon results of the Civil Service Exam when issued.**

## **GENERAL STATEMENT OF DUTIES:**

This work involves the responsibility for coordinating the use of a student records database for the school district. The work also involves responsibility for providing specialized support for end users of the database. Work is performed under the general supervision of the Executive Director Chief Information and Data Officer. Does related work as required.

## **MINIMUM QUALIFICATIONS:** either;

- A. Associate's degree in Computer Science or Computer Information Systems or closely related field, or;
- B. Graduation from high school or possession of a high school equivalency diploma and two years' experience in database management experience, or;
- C. An equivalent combination of training and experience as defined above.

**A complete job description is on the District's website [www.newburghschools.org](http://www.newburghschools.org) under the 'DISTRICT' tab/Employment with the District.**

- **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 (**olasjobs.org**) on or before the above closing date.

**PLEASE DO NOT E-MAIL directly to Ms. Holder directly.**

GH:sp