

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
Ms. Michelle Mc Kitty-Bromley

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: April 28, 2026
MEMO: TO ALL SCHOOLS-PLEASE POST
FROM: Genieve Holder
Assistant Superintendent for Human Resources
RE: Anticipated Internal Posting –**Director of Elementary Curriculum Coordination (Summer 2026)**

This posting will close at 4 PM on
Wednesday, May 7, 2026

Anticipated Dates: July 5, 2026 - August 14, 2026

Work will be performed before or after the contractual work day, 6 to 9 hours per week.

The Newburgh Enlarged City School District is seeking **one (1) experienced Director** to provide **after-hours leadership and coordination** of summer curriculum work in **elementary mathematics and literacy**.

This role will work in tandem with the Elementary Math and Literacy Coaches and is responsible for **ensuring coherence, alignment, and timely completion of all deliverables**.

Expectations:

The selected candidate will report directly to the Assistant Superintendent for Elementary Curriculum & Instruction and will:

- Supervise and support the Elementary Math and Literacy Coaches
- Ensure alignment and coherence across mathematics and literacy curriculum workstreams
- Monitor progress toward clearly defined deliverables and timelines
- Facilitate regular check-ins with team members to ensure momentum and clarity
- Provide feedback on curriculum maps, pacing guidance, lesson materials, and assessment alignment
- Ensure consistency in the development of district assessment placemats across content areas
- Support alignment to district priorities, including i-Ready (Magnetic Literacy), UFLI, Heggerty, and mathematics frameworks
- Troubleshoot challenges and remove barriers to ensure efficient workflow
- Communicate progress, needs, and recommendations directly to the Assistant Superintendent
- Ensure final products are clear, usable, and implementation-ready for schools

Qualifications (Required):

The selected candidate will work collaboratively with the Elementary Curriculum & Instruction team to:

- Demonstrated experience in curriculum leadership at the school or district level
- Strong background in elementary literacy and/or mathematics systems and alignment work
- Experience supervising or coaching teacher leaders or instructional staff
- Proven ability to manage projects, timelines, and multiple workstreams simultaneously
- Deep understanding of standards alignment, assessment development, and instructional coherence

-
- Strong communication and organizational skills
 - Prior experience in district-level curriculum work preferred
 - Ensure vertical alignment and instructional consistency across elementary grades

NOT TO EXCEED: 9 hours per week

- Specific days/times will be determined in coordination with the Assistant Superintendent

Compensation: As per the hourly contractual rate of the NSAA Collective Bargaining Agreement.

Funding source: General Fund

Internal candidates: must respond online through the district's website, under the "district tab" under "Employment with district click apply" alongside the posting. Paper applications will not be accepted.

GH:sb