

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 ⁶⁴⁵³
Assistant Superintendent for Human Resources

RE: Anticipated Internal Posting –**Elementary Math Curriculum Writing & Coaching (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 2 to 3 days per week up to 6 hours per day

The Newburgh Enlarged City School District is seeking one (2) experienced Elementary Instructional Coaches to support Summer curriculum refinement and instructional alignment in mathematics.

This role is specifically designed for a mathematics specialist and is not intended for general education curriculum writing.

Expectations:

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

- Refine and revise **elementary mathematics curriculum maps** to ensure coherence and alignment across grade levels
- Align curriculum to **i-Ready Mathematics**, NYS standards, and district instructional priorities
- Develop and/or revise **district assessment placemats** in collaboration with team members
- Ensure alignment between **instruction, assessment, and progress monitoring tools**
- Create **sample lesson plans and model units** aligned to high-quality instructional practices
- Curate and recommend **supplemental instructional materials and resources**
- Support the development of **professional learning materials** for teachers (math PD)
- Ensure vertical alignment and instructional consistency across elementary grades

Qualifications (Required):

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

- Refine and revise elementary mathematics curriculum maps to ensure coherence and alignment across grade levels
- Align curriculum to i-Ready Mathematics, NYS standards, and district instructional priorities
- Develop and/or revise district assessment placemats in collaboration with team members
- Ensure alignment between instruction, assessment, and progress monitoring tools
- Create sample lesson plans and model units aligned to high-quality instructional practices
- Curate and recommend supplemental instructional materials and resources
- Support the development of professional learning materials for teachers (math PD)
- Ensure vertical alignment and instructional consistency across elementary grades

NOT TO EXCEED: 8 total work days

NOT TO EXCEED: 6 hours per day

Specific dates will be scheduled in coordination with the Elementary C&I Office

Compensation: As per schedule "M" of the NTA Collective Bargaining Agreement **for up to 5 hours per day**

Compensation: 1/200th for over 5 hours per day

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