

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: November 26, 2025

MEMO: TO ALL BUILDINGS – PLEASE POST

FROM: Geneive Holder
Assistant Superintendent, Human Resources

RE: Anticipated Vacancy: Part Time Clerk (Bilingual Preferred) – CSEA (McKinney Vento Grant)

This posting will close at 4 PM on
Tuesday, December 9, 2025

POSTING NAME: Part Time Clerk (Bilingual Preferred) – CSEA (McKinney Vento Grant)

This is a Grant funded position.

JOB DUTIES:

Data Management:

- Maintain and update confidential McKinney-Vento student records in district systems with accuracy and confidentiality.

Documentation & Correspondence:

- Prepare and format official documents, reports, and communications in alignment with district and legal requirements.

Organization & Filing:

Manage organized physical and digital filing systems for all program documentation.

Communication: Answer calls, respond to emails, and relay messages to the McKinney-Vento Liaison and program staff.

Supply Management:

- Track and order necessary office supplies to support program operations.

Program Support:

- Assist with expedited registration and enrollment for McKinney-Vento students.

Transportation Coordination:

- Support the liaison in arranging required transportation services and preparing related documentation.

This position is a grant funded position and is contingent upon the McKinney-Vento grant. Not to exceed 20 hours per week x 50 weeks for each school year and this position is contingent upon grant funding for the 2025-2026, 2026-2027 and 2027-2028 school years.

- **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
Please use the 'Letter of Interest' template found on the district's website (www.newburghschools.org) under the District tab "Employment in the District"
- **External applicants** must respond via the OLAS Web Site (www.olasjobs.org) on or before the above closing date.

Funding Source: Federal- McKinney Vento Grant

PLEASE DO NOT E-MAIL directly to Ms. Holder

GH:sp