



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 13, 2026
MEMO: TO ALL BUILDINGS – PLEASE POST
FROM: Dr. Madeline Diamond
Assistant Superintendent of Human Resources
RE: **Anticipated Vacancy: Principal Clerk – Food Service**

This posting will close at 4 PM on
Monday, October 26, 2026

***Principal Clerk position is Provisional and Contingent upon results of the Civil Service Exam when issued.**

GENERAL STATEMENT OF DUTIES: This is complex clerical work requiring sound judgment and attention to detail in carrying out all administrative operations of a major District department. Work is performed under the general supervision of the department head, but a great deal of leeway is allowed in carrying out assigned tasks. Immediate supervision is exercised over a small number of clerical assistants. Does related work as required.

MINIMUM QUALIFICATIONS TO APPLY FOR EXAM:

- A. Associate's Degree and two years of general clerical experience which shall have included supervision, Or;
- B. Graduation from high school or possession of a high school equivalency diploma, and four years of general clerical experience, which shall have included supervision.

A complete job description is on the District's website 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**
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.

MD:sp