

TBD

Dr. Elisa Correa-Soto

Dr. Shannon O'Grady

Ms. Marcie Heywood

Ms. Genieve Holder

Mr. Joseph McGrath

TBD

Ms. Kimberly Rohring

Dr. Natasha Freeman-Mack

Deputy Superintendent

Asst. Superintendent, Secondary Curriculum & Instruction

Asst. Superintendent, Elementary Curriculum & Instruction

Asst. Superintendent, PRE K - 2

Asst. Superintendent, Human Resources

Asst. Superintendent, Chief Information & Data Officer

Asst. Superintendent, Exceptional Learners

Asst. Superintendent, Finance/Chief Financial Officer

Asst. Superintendent, Chief Equity Officer

DATE: July 18, 2025

MEMO: TO ALL BUILDINGS-PLEASE POST

FROM: Genieve Holder  
Assistant Superintendent of Human Resources

RE: Anticipated Vacancy – Assistant Superintendent of Exceptional Learners

This posting will close at 4:00PM on  
Sunday August 10, 2025  
**\*Revised\***

**\*Revised to extend end date\***

**TITLE: Assistant Superintendent of Exceptional Learners**

<b>QUALIFICATIONS:</b>	<ol style="list-style-type: none"> <li>1. New York State Certification as a School District Leader (SDL), School District Administrator (SDA), or equivalent.</li> <li>2. Master's Degree required; Doctoral Degree in Educational Leadership, Special Education, or related field highly preferred.</li> <li>3. Minimum of 5 years successful leadership experience in Special Education administration, including direct oversight of compliance, personnel, and instructional programming.</li> <li>4. Demonstrated expertise in federal and state Special Education law, including IDEA, Section 504, ADA, and NYSED Part 200 Regulations.</li> <li>5. Proven ability to manage legal matters, including due process hearings, mediation, and corrective action plans in collaboration with legal counsel.</li> <li>6. Strong experience in budget development and fiscal management of general and special education funds (IDEA, Medicaid, high-cost reimbursements).</li> <li>7. Track record of supervising Special Education staff (CSE Chairs, Coordinators, Related Service Providers, etc.) and fostering professional growth.</li> <li>8. Deep understanding of inclusive practices, IEP development, Multi-Tiered Systems of Support (MTSS), and evidence-based interventions.</li> <li>9. Experience in data-driven decision making, including the use of compliance, academic, behavioral, and fiscal data to inform programming.</li> <li>10. Demonstrated ability to collaborate across departments and engage families and community partners in support of student success.</li> </ol>
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**GENERAL STATEMENT  
OF DUTIES:**

This position ensures high expectations and legal compliance across the Special Education continuum by providing structural oversight, instructional leadership, and cross-functional coordination. The Assistant Superintendent will ensure:

- Full compliance with federal and state Special Education laws, including IDEA, Section 504, Part 200 Regulations, and ADA mandates.
- The district's adherence to legal timelines, procedural safeguards, and due process rights for students with disabilities and their families.
- Oversight of the development, implementation, and monitoring of Individualized Education Programs (IEPs) in accordance with legal standards.
- Supervision of instruction and equitable service delivery to students with disabilities.
- Development and facilitation of professional learning, with an emphasis on legal requirements, compliance, and best practices.
- Collaboration with internal and external legal counsel to manage disputes, mediation, and impartial hearings.
- Transparent, proactive communication with stakeholders, including families, school staff, community organizations, and regulatory bodies.
- Strategic leadership in ensuring related services, transition planning, and access to inclusive opportunities are provided in accordance with the law.

A complete job description may be found on the District's website at [www.newburghschools.org](http://www.newburghschools.org) under the 'District/Employment with the District' tab.

- **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
- **External applicants & Certified Newburgh Substitute teachers** must respond via the OLAS Web Site ([www.olasjobs.org](http://www.olasjobs.org)) on or before the above closing date.

GH: sb