



Ms. Onyx Peterson	Deputy Superintendent
Dr. Elisa Correa-Soto	Asst. Superintendent, Secondary Curriculum & Instruction
Dr. Natasha Freeman-Mack	Asst. Superintendent, Student Support Services
Ms. Marcie Heywood	Asst. Superintendent, Pre K - 2
Ms. Genieve Holder	Asst. Superintendent, Human Resources
Mr. Joseph McGrath	Asst. Superintendent, Chief Information & Data Officer
Dr. Shannon O'Grady	Asst. Superintendent, Elementary Curriculum & Instruction
Ms. Kimberly Rohring	Asst. Superintendent, Finance/Chief Financial Officer
Ms. Michelle Mc Kitty-Bromley	Asst. Superintendent, Exceptional Learners

DATE: January 14, 2026

MEMO: TO ALL BUILDINGS – PLEASE POST

FROM: Genieve Holder 
Assistant Superintendent of Human Resources

RE: Anticipated vacancy – CSEA – **Bilingual Senior Typist**

This posting will close at 4 PM on,
Wednesday, January 28, 2026
Repost

At the present time the District has the following anticipated vacancies:

Location	Position	Requirements
District	Bilingual Senior Typist	*Provisional

Funding Source: General Fund

***Bilingual Senior Typist position is Provisional and Contingent upon results of the Civil Service Exam when issued.**

General Statement of Duties: Performs difficult and responsible clerical work requiring a good working knowledge of departmental functions, which involves full time or substantial part time keyboarding; does related work as required.

Minimum Qualifications to Apply for Promotional Exam:

Two years of permanent status with the Newburgh Enlarged City School District as a Bi-Lingual Typist.

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: 845-563-3468

External applicants must respond via the OLAS Web Site (www.olasjobs.org) on or before the above closing date.

GH:sp