

Ms. Onyx Peterson

Dr. Shannon O'Grady

Dr. Natasha Freeman-Mack

TBD

TBD

Acting Superintendent of Schools

Deputy Superintendent

Dr. Elisa Correa-Soto Asst. Superintendent, Secondary Curriculum & Instruction

Asst. Superintendent, Elementary Curriculum & Instruction

Ms. Marcie Heywood Asst. Superintendent, PRE K - 2

Ms. Genieve Holder Asst. Superintendent, Human Resources

Mr. Joseph McGrath Asst. Superintendent, Chief Information & Data Officer

Asst. Superintendent, Exceptional Learners

Ms. Kimberly Rohring Asst. Superintendent, Finance/Chief Financial Officer

Asst. Superintendent, Chief Equity Officer

DATE:

July 23, 2025

MEMO:

TO ALL SCHOOLS-PLEASE POST

FROM:

Genieve Holder

Assistant Superintendent of Human Resources

RE:

Anticipated Vacancy - Capital Projects Manager

This posting will close at 4:00 PM on Monday, September 1, 2025
Repost

TITLE: CAPITAL PROJECTS MANAGER

Capital Projects Manager position is Provisional and contingent upon results of the Civil Service Exam when given.

This position is non-represented; Confidential Managerial

GENERAL STATEMENT OF DUTIES:

Will ensure the effective oversight and successful completion of capital projects district wide, for the Newburgh Enlarged City School District.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Has thorough technical knowledge and experience in building materials, architectural drawings, construction processes and some background in engineering principles.

MINUMUM QUALIFICATIONS: EITHER;

- A. Possession of a valid New York State Professional License as an Architect or Professional Engineer and at least two years of experience with construction projects. OR
- B. Master's Degree in Architecture or Engineering and at least four years of experience with construction projects.

A complete job description can be found on the District's website at <u>www.newburghschools.org</u> under the 'DISTRICT' tab/Employment with the District.

- <u>Internal applicants must</u> submit a current resume and letter of interest to:
 Office of Human Resources, 124 Grand St. Newburgh, NY 12550 <u>OR</u> FAX to: 563-3468
- External applicants & Certified Newburgh Substitute teachers must respond via the OLAS Web Site (www.olasjobs.org) on or before the above closing date.

GH:tc