



Dr. Jackielyn Manning Campbell **Superintendent of Schools**

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

November 3, 2025

This posting will end at 4:00PM on
Monday, November 17, 2025

MEMO: TO ALL SCHOOLS-PLEASE POST

FROM: Genieve Holder 
Assistant Superintendent for Human Resources

RE: Anticipated Vacancy- **Case Manager of Exceptional Learners**

TITLE: CASE MANAGER (CSEA) OF EXCEPTIONAL LEARNERS

MINIMUM QUALIFICATIONS:

- (A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree or higher; or
- (B) Graduation from a regionally accredited college or university of one accredited by the New York State Board of Regents to grant degrees with an Associate's Degree and two (2) years of experience in Human Services or
- (C) Graduation from high school or possession of a high school equivalency diploma and four (4) years of experience as described in (B) above; or
- (D) An equivalent combination of training and experience as described in (A), (B) or (C) above.

NOTE: Possess and maintain a valid driver's license.

JOB GOAL:

To provide comprehensive support within a school's Special Education department, primarily assisting with referrals, compliance, and the coordination of out-of-district placements. This responsible position involves delivering essential human services to students and families, ensuring they receive appropriate special education support. Work is performed under the direct supervision of a higher-level employee, with potential supervisory responsibilities over subordinate staff. Travel within the school district and for out-of-district placement needs may be required.

For a complete Job Description, please visit the District's website (www.newburghschools.org) under the "DISTRICT" TAB. "EMPLOYMENT WITH THE DISTRICT".

Funding Source: General Fund

- **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) on or before the above closing date.

GH: tc