

**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**  
**Ms. Michelle McKitty Bromley**

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

DATE: March 6, 2026  
MEMO: TO ALL BUILDINGS – PLEASE POST  
FROM: Genieve Holder   
Assistant Superintendent, Human Resources  
RE: Vacancy(s) - Custodian 25-26 SY

This posting will close at 4 PM  
on Friday, March 20, 2026

At the present time the District has the following anticipated vacancy for the 25-26 SY:

Posting Name	Location	Position
CUST-DIST	District 3:00 PM – 11:00 PM	Civil Service Eligible, Transfers or *Provisional

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

**GENERAL STATEMENT OF DUTIES:**

Performs routine building cleaning and semi-skilled maintenance tasks; does related work as required.

**REQUIRED KNOWLEDGES, SKILLS AND ABILITIES:**

Good knowledge of building and cleaning practices, supplies and equipment, and ability to use them economically and efficiently; some knowledge of the operation and maintenance of steam boiler equipment; ability to make semi-skilled plumbing, electrical, carpentry and mechanical repairs; ability to understand and follow simple oral and written directions; willingness to perform janitorial tasks; thoroughness; dependability; good physical condition.

**ACCEPTABLE EXPERIENCE AND TRAINING:**

Completion of the ninth grade and one year of building cleaning or maintenance experience or any equivalent combination of training and experience.

- **Internal Applicants/Transfers:** Please submit a letter of interest to the Office of Human Resources, 124 Grand Street, Newburgh, NY, or FAX to 845-563-3468

Please use the ‘**Letter of Interest**’ template found on the district’s website ([www.newburghschools.org](http://www.newburghschools.org)) under the DISTRICT TAB/Employment with the District.

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

**PLEASE DO NOT E-MAIL directly to Ms Holder. PLEASE INCLUDE POSTING Name ON ALL CORRESPONDENCE**

GH:tc