



Dr. Jackielyn Manning Campbell Superintendent of Schools

- Ms. Onyx Peterson
- Dr. Elisa Correa-Soto
- Dr. Natasha Freeman-Mack
- 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, Human Resources
- Asst. Superintendent, Chief Information & Data Officer
- Asst. Superintendent, Elementary Curriculum & Instruction
- Asst. Superintendent, Finance/Chief Financial Officer
- Asst. Superintendent, Exceptional Learners

DATE: June 17, 2026

MEMO: TO ALL BUILDINGS – PLEASE POST

FROM: Genieve Holder
Assistant Superintendent, Human Resources

RE: Anticipated Vacancy - **Custodian 26-27 SY**

This posting will close at 4 PM
on Wednesday, July 1, 2026

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

Position	Location	Shift	Requirements
Custodian (PM)	District	3:00 PM – 11:00 PM	*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) under the DISTRICT TAB/Employment with the District.

- **External applicants** must respond via the OLAS Web Site (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:sp