



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

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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: September 11, 2026

MEMO: TO ALL BUILDINGS – PLEASE POST

FROM: Dr. Madeline Diamond
Assistant Superintendent of Human Resources

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

This posting will close at 4 PM
on Friday, September 25, 2026

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

Position	Location	Shift	Requirements
Custodian (PM)	District	3:00PM to 11:00PM	*Provisional

***Custodian position is Provisional and Contingent upon results of the Civil Service Exam when issued.
Eligible provisional applicants MUST be registered to take the exam being held on September 19, 2026.**

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:** 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 INCLUDE POSTING Name ON ALL CORRESPONDENCE
MD:sp