

NEWBURGH

ENLARGED CITY SCHOOL DISTRICT


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

DATE: December 8, 2025 **Revised to remove Custodian NFA Main Position*

MEMO: TO ALL BUILDINGS – PLEASE POST

FROM: Genieve Holder 
Assistant Superintendent, Human Resources

This posting will close at 4 PM on
Friday, December 19, 2025

RE: Vacancy(s) - Custodian 25-26 SY

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 web-site (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