



Ms. Onyx Peterson

Acting Superintendent of Schools

TBD

Dr. Elisa Correa-Soto

Dr. Shannon O'Grady

Ms. Marcie Heywood

Ms. Genieve Holder

Mr. Joseph McGrath

TBD

Ms. Kimberly Rohring

Dr. Natasha Freeman-Mack

Deputy Superintendent

Asst. Superintendent, Secondary Curriculum & Instruction

Asst. Superintendent, Elementary Curriculum & Instruction

Asst. Superintendent, PRE K - 2

Asst. Superintendent, Human Resources

Asst. Superintendent, Chief Information & Data Officer


Asst. Superintendent, Exceptional Learners

Asst. Superintendent, Finance/Chief Financial Officer

Asst. Superintendent, Chief Equity Officer

DATE: August 21, 2025

MEMO: TO ALL BUILDINGS – PLEASE POST

FROM: Genieve Holder   
Assistant Superintendent of Human Resources

RE: CSEA –Anticipated Vacancies: Data Processing Clerks

This posting will close at 4 PM on  
Wednesday, September 3, 2025

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

Position	# Positions	Location (s)	Requirements
Data Processing Clerk	2	Athletic Office South Middle School	*Transfers or Provisional

**Funding Source:** General Funds

**\*DATA PROCESSING CLERK POSITIONS ARE PROVISIONAL and contingent upon results of the Civil Service Exam when issued**

**GENERAL STATEMENT OF DUTIES:** Responsible for running on-going computer operations. Checks data entry of clerks from other buildings and departments. Transfers data from source materials for computer input via on-line terminals. Operates data processing equipment per work schedule. Provides and distributes regularly scheduled reports. Determines what output information is desired, locates appropriate program and makes appropriate entries, adjustments and necessary provisions for retrieval of desired output. Checks the integrity of database and works directly with supervisors and users to assure quality of data. Assists backup personnel in all phases of responsibilities. Provides direct support for professional and technical staff. Does related work as required.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of a high school equivalency diploma AND two years experience working with the model minicomputer currently being used in the Data Processing Department of the Newburgh Enlarged City School District.

- **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** 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 Mrs. Holder.**

GH:tc