



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, Chief Equity Officer  
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

September 10, 2025

This posting will close at 4:00 PM  
on Sunday, October 5, 2025

TO: ALL BUILDINGS – PLEASE POST  
FROM: Genieve Holder  
Assistant Superintendent for Human Resources  
RE: Anticipated Vacancy- Director of Human Resources

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

POSTING NAME: Director of Human Resources

TITLE: Director of Human Resources

\*Civil Service Eligible or Provisional and contingent upon results of the Civil Service Exam when issued

**GENERAL STATEMENT OF DUTIES:**

This highly responsible position involves assisting in the day-to-day operations of the school district's Human Resources department. The individual in this role is tasked with supervising and performing a wide variety of essential HR functions. These responsibilities include maintaining and securing all employee personnel records, administering comprehensive employee benefits programs, and managing the district's risk management initiatives. Furthermore, this position plays a critical role in labor relations, assisting with contract administration and grievance procedures. The incumbent also oversees the entire recruitment and onboarding process, from attracting new talent to welcoming them into the district family, while also developing and implementing employee training programs and new policies. Finally, this individual is involved with budget oversight and provides vital counsel to principals and department heads on all personnel and civil service matters. The work is performed with a wide latitude for independent judgment under the general direction of the Assistant Superintendent for Human Resources and the Superintendent of Schools. Supervision may be exercised over paraprofessional and support staff, and the nature of the role may require assignments outside of normal working hours.

**MINIMUM QUALIFICATIONS: Either:**

- A. Graduation from a recognized college or university with either a Master's Degree in Human Resource Management or Education/Public Administration or closely related field, and a minimum of two (2) years of human resource management or related field involving public sector and/or unionized employment; or;
- B. Bachelor's Degree in Human Resource Management, Educational/ Public Administration or closely related field and a minimum of four (4) years of human resource management or related field involving public sector and/or unionized employment.

A complete job description can be found on the District's website at [www.newburghschools.org](http://www.newburghschools.org) under the 'DISTRICT' tab/Employment with the District.

**Funding Source: General Fund**

- **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.

GH:tc