



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

DATE: November 10, 2025

MEMO: TO ALL SCHOOLS-PLEASE POST

FROM: Genieve Holder 
 Assistant Superintendent for Human Resources

RE: Internal Posting - Empire State After-School Programs – Clerical & Aides

This posting will close at 4 PM on
 Monday, November 24, 2025

ANTICIPATED START DATE: December 9, 2025

2 Sessions SESSION II– December 9 – February 26, 2026
 SESSION III -March 10 – May 28, 2026

*Applicants must hold NYS certification in the area that they are applying

Posting Name	Position	Location (s)	Days
EMP-CLER	1-Sub Clerical	NFAN	Tuesday, Wednesday, Thursday
EMP-AIDE	1 – Teacher Aide 1 - Teacher Aide Sub (each location)	HMS, SMS, MHS, THA	Tuesday, Wednesday, Thursday

LOCATIONS & TIMES: NFA North: 2:20 PM to 3:20 PM
 Heritage & South Middle School: 2:15 PM to 3:15 PM
 Meadow & Temple Hill: 3:15 PM to 4:15 PM

ANTICIPATED STAFF ORIENTATION DATES: TBD

ANTICIPATED INTERVIEW DATES: TBD

REMUNERATION: As per the hourly rate according to the CSEA Collective Bargaining Agreement

- All staff **MUST** attend orientation and/or professional development.

These positions may be shared. Contingent upon student enrollment, funding from the Empire State After-School Program Grant, and Board Approval. Preference will be given to the employees currently working at the program location, and certified teachers with most closely related experience pertinent to the program curriculum. Participating in interviews and Board Approval does *not* guarantee program placement.

All Clerical must:

- Monitor & certify daily student attendance
- Ensure teachers sign in and out
- Oversee and maintain record of daily snack/food count
- Refer to sign in/out sheets to prepare payroll timesheets and deliver to Empire Coordinator in a timely fashion.

Internal Applicants: Please apply online through the District's website (www.newburghschools.org) under the District Tab-Employment with the District.

Paper applications will not be accepted. **PLEASE DO NOT E-MAIL Ms. Holder directly.** GH:tc