



Ms. Onyx Peterson
 Dr. Elisa Correa-Soto
 Dr. Natasha Freeman-Mack
 Dr. Madeline Diamond
 Mr. Joseph McGrath
 Dr. Shannon O'Grady
 Ms. Kimberly Rohring
 Ms. Michelle Mc Kitty-Bromley

Deputy Superintendent
 Asst. Superintendent, Secondary Curriculum & Instruction
 Asst. Superintendent, Chief Equity Officer
 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 25, 2026

MEMO: TO ALL SCHOOLS-PLEASE POST

FROM: Dr. Madeline Diamond
 Assistant Superintendent for Human Resources

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

This posting will close at 4 PM on
 Thursday, October 8, 2026

ANTICIPATED START DATE: October 20, 2026

3 Sessions SESSION I– October 20 – November 19, 2026
 SESSION II- December 1- February 25, 2027
 SESSION III -March 2 – May 27, 2027

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

Posting Name	Position	Location (s)	Days
EMP-CLER	5-Clerical; 5-Sub Clerical (One each location)	HMS; MHS; NFAM; NFAN; THA	<u>MHS/THA</u> Tuesday, Wednesday Thursday 3:15-4:15PM <u>HMS</u> Tuesday, Wednesday Thursday 2:15-3:15PM <u>NFAM/NFAN</u> Tuesday, Thursday 2:30-4:00PM
EMP-SEC	5-School Monitors; 2-Sub Monitors (One each location)		

ANTICIPATED STAFF ORIENTATION DATES: October 14, 2026 2:30-3:30pm

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:

- Provide high quality and engaging program related instruction and activities.
- Accurately record attendance daily.

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- Provide evidence of program happenings and feedback via student and teacher surveys shared at the end of each quarter by the grant facilitator.

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 Dr. Diamond directly.**

MD:sp