




Dr. Jackieelyn 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  
Ms. Michelle Mc Kitty-Bromley

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: February 13, 2026  
MEMO: TO ALL SCHOOLS-PLEASE POST  
FROM: Genieve Holder   
Assistant Superintendent for Human Resources  
RE: Anticipated Vacancy – **Human Resources Generalist**

This posting will end at 4PM on  
Monday, March 2, 2026

**TITLE: Human Resources Generalist - A \*Provisional Appointment**

**Human Resources Generalist position is \*Provisional and Contingent upon results of the Civil Service Exam when given**

**GENERAL STATEMENT OF DUTIES:**

Perform and support operations within the school district, including recruiting, onboarding, benefits administration, compliance, employee relations, and performance management, while ensuring alignment with district policies and the unique needs of educators and staff.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Excellent oral and written communication, with sensitivity to diverse school communities. Strong interpersonal, negotiation, and conflict-resolution capabilities. Superior organizational, analytical, and time-management skills, with attention to detail. High integrity, discretion, and the ability to maintain confidentiality. Thorough understanding of HR and employment laws, especially those applicable to school districts and civil service. Proficiency with Microsoft Office and other standard office platforms, and ability to learn and use district HRIS and talent management systems such as Win Cap, OLAS, and Frontline.

**ACCEPTABLE EXPERIENCE AND TRAINING:** Either;

- a) Bachelor's Degree and two years of full-time paid experience in human resources or business administration or closely related field, or
- b) Associate's Degree and four years of full-time paid experience in human resources or business administration or closely related field.

**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.**

**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 & Certified Newburgh Substitute teachers** must respond via the OLAS Web Site ([www.olasjobs.org](http://www.olasjobs.org)) on or before the above closing date.

GH: sp