



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: April 21, 2026

MEMO: TO ALL BUILDINGS-PLEASE POST

This posting will close at 4 PM on,
 Monday, May 4, 2026

FROM: Genieve Holder 
 Assistant Superintendent of Human Resources

RE: CSEA –Anticipated Vacancy - Head Custodian 26-27 SY

At the present time the District has the following anticipated vacancy for the 2026-2027 school year:

Posting Name	Position	Location	Shift	Requirements
HCST	Head Custodian	District	7:00 AM - 4:00PM	Transfer or *Provisional

***Head Custodian position is Provisional and contingent upon results of the Civil Service Exam when issued.**

MINIMUM QUALIFICATIONS:

- A. Graduation from high school or possession of a high school equivalency diploma, AND;
- B. Four years of experience in building cleaning and maintenance work, or in any of the standard mechanical or construction trades, two years of which shall have included supervisory experience.

FOR PROMOTION: Permanent competitive class status in the Newburgh Enlarged City School District for two years as a Senior Custodian or five years as a Custodian.

GENERAL STATEMENT OF DUTIES:

Has responsible charge of the custodial and maintenance work in a large school; does related work as required.

REQUIRED KNOWLEDGES, SKILLS, ABILITIES:

Thorough knowledge of building cleaning practices, supplies and equipment; good knowledge of the operation and maintenance of a gas/oil low pressure heating system; good knowledge of the tools, terminology and practices of one or more skilled trades; ability to follow moderately difficult oral and written directions; ability to plan and supervise the work of others; thoroughness; resourcefulness; dependability; good judgment; good physical condition.

- **Internal candidates** 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) on or before the above closing date.

GH:tc