



Ms. Onyx Peterson

Acting Superintendent of Schools

TBD

Dr. Elisa Correa-Soto

Dr. Shannon O'Grady

Ms. Marcie Heywood

Ms. Genieve Holder

Mr. Joseph McGrath

TBD

Ms. Kimberly Rohring

Dr. Natasha Freeman-Mack

Deputy Superintendent

Asst. Superintendent, Secondary Curriculum & Instruction

Asst. Superintendent, Elementary Curriculum & Instruction

Asst. Superintendent, PRE K - 2

Asst. Superintendent, Human Resources

Asst. Superintendent, Chief Information & Data Officer

Asst. Superintendent, Exceptional Learners

Asst. Superintendent, Finance/Chief Financial Officer

Asst. Superintendent, Chief Equity Officer

DATE: July 23, 2025n **Revised for Job Description*

MEMO: TO ALL SCHOOLS-PLEASE POST

FROM: Genieve Holder 
Assistant Superintendent for Human Resources

RE: ANTICIPATED TEMPORARY VACANCY – INTERIM ATHLETIC DIRECTOR

This posting will close at 4 PM
on Friday, August 1, 2025

ANTICIPATED TIME FRAME: AUGUST 2025 – JUNE 2026

Posting Name: Interim Athletic Director

Job Goal:

To provide visionary leadership and effective management of a comprehensive PreK–12 interscholastic athletic program that supports the physical, social, and emotional development of all students. The Athletic Director will ensure alignment with New York State Education Department (NYSED) Physical Education Learning Standards, uphold district policies, foster equity and inclusion, and promote academic and athletic excellence. The AD will collaborate with school and district leaders to build a positive athletic culture that values sportsmanship, safety, student well-being, and community engagement.

Qualifications:

- New York State Certifications:
 - Initial or Professional Certification in Physical Education
 - School District Leader (SDL) and/or School District Administrator (SDA) certification, as required for central office or districtwide administrative roles.
- Demonstrated experience successfully directing an interscholastic athletic program across middle and high school levels.
- Proven ability to manage operations including oversight of coaching staff, athletic facilities, scheduling, and regulatory compliance.
- Strong knowledge of NYS Physical Education Learning Standards, as well as integration of athletics within the broader educational mission.
- Thorough understanding of NYSPHSAA, Sectional, and District Athletic Council regulations, along with Title IX and SED (State Education Department) compliance requirements.
- Skilled in developing and implementing safety protocols, athletic handbooks, and districtwide eligibility procedures in alignment with NYS Education Law and Commissioner's Regulations.
- Experience in creating and managing athletic budgets, purchasing equipment, overseeing transportation logistics, and ensuring equitable access to resources across all school sites.
- Strong communication, supervision, and evaluation skills to support the professional growth of coaches.
- Committed to fostering inclusive, character-driven, and developmentally appropriate athletic experiences for all students.
- Ability to serve as a liaison between schools, families, and the broader community, promoting district goals and student success through athletics.

A complete job description can be found on the District's website at 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

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- **External applicants & Certified Newburgh Substitute teachers** must respond via the OLAS Web Site (www.olasjobs.org) on or before the above closing date.

Funding Source: General Fund

GH: sb