



Ms. Onyx Peterson	Deputy Superintendent
Dr. Elisa Correa-Soto	Asst. Superintendent, Secondary Curriculum & Instruction
Dr. Natasha Freeman-Mack	Asst. Superintendent, Student Support Services
Ms. Marcie Heywood	Asst. Superintendent, Pre K - 2
Ms. Genieve Holder	Asst. Superintendent, Human Resources
Mr. Joseph McGrath	Asst. Superintendent, Chief Information & Data Officer
Dr. Shannon O'Grady	Asst. Superintendent, Elementary Curriculum & Instruction
Ms. Kimberly Rohring	Asst. Superintendent, Finance/Chief Financial Officer
Ms. Michelle Mc Kitty-Bromley	Asst. Superintendent, Exceptional Learners

DATE: February 5, 2026
MEMO: TO ALL SCHOOLS – PLEASE POST
FROM: Genieve Holder 
Assistant Superintendent for Human Resources

This posting will close at 4PM on
Friday, February 20, 2026

RE: Anticipated Vacancies – **Part Time Library Guard – Newburgh Free Library (12 Month Position)**

At the present time the District has the following anticipated vacancy:

Posting Name	Location	Position
PTLG-NFL	Newburgh Free Library	1-Part Time Library Guard (12 Month Position) Approximately 25 hours per week. Flexible shifts in the morning and afternoons with some nights and weekends.

Requirements:

- 8 hour and 16 hour course completion certificate
- Security License
- High School Diploma or GED
- **Must submit proof of all of the above requirements.**
- **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** must respond via the OLAS Web Site (www.olajobs.org) on or before the above closing date.
- **PLEASE DO NOT E-MAIL directly to Mrs. Holder.** Please use the ‘Letter of Interest’ template found on the district’s web-site (www.newburghschools.org) under the District tab “Employment in the District”

GH: tc