




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 11, 2026

MEMO: TO ALL BUILDINGS – PLEASE POST

FROM: Genevieve Holder   
Assistant Superintendent, Human Resources

RE: Anticipated Vacancy: Part Time Clerk ( Bilingual Preferred ) – CSEA (McKinney Vento Grant)

This posting will close at 4 PM on  
Wednesday, February 19, 2026  
\*Not Holding to 10 Days\*

**POSTING NAME:** Part Time Clerk ( Bilingual Preferred ) – CSEA (McKinney Vento Grant)

**This is a Grant funded position.**

**JOB DUTIES:**

**Data Management:**

- Maintain and update confidential McKinney-Vento student records in district systems with accuracy and confidentiality.

**Documentation & Correspondence:**

- Prepare and format official documents, reports, and communications in alignment with district and legal requirements.

**Organization & Filing:**

Manage organized physical and digital filing systems for all program documentation.

Communication: Answer calls, respond to emails, and relay messages to the McKinney-Vento Liaison and program staff.

**Supply Management:**

- Track and order necessary office supplies to support program operations.

**Program Support:**

- Assist with expedited registration and enrollment for McKinney-Vento students.

**Transportation Coordination:**

- Support the liaison in arranging required transportation services and preparing related documentation.

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**This position is a grant funded position and is contingent upon the McKinney-Vento grant. Not to exceed 20 hours per week x 50 weeks for each school year and this position is contingent upon grant funding for the 2025-2026, 2026-2027 and 2027-2028 school years.**

- **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**  
Please use the 'Letter of Interest' template found on the district's website ([www.newburghschools.org](http://www.newburghschools.org)) under the District tab "Employment in the District"
- **External applicants** must respond via the OLAS Web Site ([www.olasjobs.org](http://www.olasjobs.org)) on or before the above closing date.

**Funding Source: Federal- McKinney Vento Grant**

**PLEASE DO NOT E-MAIL directly to Ms. Holder**

GH:tc