



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 11, 2026

MEMO: TO ALL BUILDINGS – PLEASE POST

FROM: Geneive 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.

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) under the District tab "Employment in the District"
- **External applicants** must respond via the OLAS Web Site (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