

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: March 12, 2026

MEMO: TO ALL BUILDINGS-PLEASE POST

FROM: Genieve Holder 
Assistant Superintendent for Human Resources

RE: **Anticipated Vacancy – Principal Clerk**

This posting will close at 4 pm on
Thursday, March 26, 2026

***Principal Clerk position is Provisional and Contingent upon results of the Civil Service Exam when issued.**

GENERAL STATEMENT OF DUTIES: This is complex clerical work requiring sound judgment and attention to detail in carrying out all administrative operations of a major District department. Work is performed under the general supervision of the department head, but a great deal of leeway is allowed in carrying out assigned tasks. Immediate supervision is exercised over a small number of clerical assistants. Does related work as required.

MINIMUM QUALIFICATIONS TO APPLY FOR EXAM:

- A. Associate's Degree and two years of general clerical experience which shall have included supervision, Or;
- B. Graduation from high school or possession of a high school equivalency diploma, and four years of general clerical experience, which shall have included supervision.

A complete job description is on the District's website 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

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

PLEASE DO NOT EMAIL Ms. Holder directly.

GH:tc