

# NEWBURGH

ENLARGED CITY SCHOOL DISTRICT

Dr. Jackielyn Manning Campbell Superintendent of Schools

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  
TBD

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: December 10, 2025

MEMO: TO ALL SCHOOLS - PLEASE POST

FROM: Genieve Holder  
Assistant Superintendent of Human Resources

RE: Anticipated Vacancy (ies) - Senior Custodian

This posting will close at 4 PM on  
Tuesday, December 23, 2025

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

Posting Name	Location	Position	Requirements
SCST-012	District	Senior Custodian	Transfer or Civil Service Eligible Pool Certification Required

## MINIMUM QUALIFICATIONS:

- (a) Graduation from high school or possession of a high school equivalency diploma, AND;
- (b) Two years of experience in building cleaning or maintenance work, or any equivalent combination of training and experience.

## FOR PROMOTION:

Permanent competitive class status in the Newburgh Enlarged City School District for two years as a Custodian.

## General Statement of Duties:

Has charge of the custodial work in a medium sized school or performs more responsible custodial work in a large school building; does related work as required.

**Required Knowledge and Abilities:** Good knowledge of building cleaning practices, supplies and equipment and ability to use them efficiently and economically; Good knowledge of the operation and maintenance of steam boiler equipment; ability to plan and supervise the work of custodial assistants; ability to follow moderately difficult oral and written instructions; resourcefulness; dependability; good physical condition.

- **Internal applicants (Transfers) 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 DO NOT E-MAIL directly to Ms. Holder.** Please use the 'Letter of Interest' template found on the district's web-site under Employment ([www.newburghschools.org](http://www.newburghschools.org))

GH:sb