




Dr. Jackielyn Manning Campbell Superintendent of Schools

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- Dr. Elisa Correa-Soto
- Dr. Natasha Freeman-Mack
- Ms. Marcie Heywood
- Ms. Genieve Holder
- Mr. Joseph McGrath
- Dr. Shannon O’Grady
- Ms. Kimberly Rohring
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- 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: April 17, 2026

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  
Thursday, April 30, 2026

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

Position	Location/Hours	Requirements
Senior Custodian	District 3:00PM-11:00PM	Transfer or *Provisional

**\*Senior Custodian position is Provisional and contingent upon results of the Civil Service Exam when issued.**

**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 Knowledges 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:tc