



Dr. Jackielyn Manning Campbell Superintendent of Schools

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Deputy Superintendent
Asst. Superintendent, Secondary Curriculum & Instruction
Asst. Superintendent, Student Support Services
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: June 12, 2026
MEMO: TO ALL BUILDINGS-PLEASE POST
FROM: Genieve Holder
Assistant Superintendent of Human Resources
RE: Anticipated Vacancy - Senior Custodian 26-27 SY

This posting will close at 4 PM on,
Friday, June 26, 2026

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

Table with 4 columns: Position, Location, Shifts, Requirements. Row 1: Senior Custodian, District, 6:00AM-3:00PM / 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 website under Employment (www.newburghschools.org)

GH:sp