



Dr. Jackieelyn Manning Campbell **Superintendent of Schools**

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Dr. Madeline Diamond
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Deputy Superintendent
Asst. Superintendent, Secondary Curriculum & Instruction
Asst. Superintendent, Chief Equity Officer
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: September 25, 2026

MEMO: TO ALL BUILDINGS – PLEASE POST

FROM: Dr. Madeline Diamond
Assistant Superintendent of Human Resources

RE: CSEA –**Anticipated Vacancy: Senior School Office Manager**

This posting will close at 4 PM on
Thursday, October 8, 2026

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

Posting Name	Position	Location	Requirements
Sr. School Office Manager	Senior School Office Manager	District	Civil Service Eligible, Transfers or *Provisional

Funding Source: General Funds

*** Senior School Office Manager position is Provisional and Contingent upon results of the Civil Service Exam when issued.**

GENERAL STATEMENT OF DUTIES:

Performs varied clerical, keyboarding and public contact work in the management of a large school office; does related work as required.

REQUIRED KNOWLEDGES, SKILLS, ABILITIES:

Good knowledge of office terminology, procedures and equipment; good knowledge of business arithmetic and English; ability to keyboard accurately at a satisfactory rate of speed; ability to learn the organization, function, rules, policies and regulations of the school; ability to handle routine details independently; ability to plan and supervise the work of others; ability to get along well with students, parents and teachers often under stress conditions; good physical condition.

MINIMUM QUALIFICATIONS:

FOR PROMOTION:

Two years of permanent competitive class status in the Newburgh Enlarged City School District as a Stenographer, Typist, Clerk, Account Clerk or related clerical position.

- **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** must respond via the OLAS Web Site (www.olasjobs.org) on or before the above closing date.

PLEASE DO NOT E-MAIL directly to Dr. Diamond

MD:sp