




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: May 1, 2026  
 MEMO: TO ALL BUILDINGS -PLEASE POST  
 FROM: Genieve Holder   
 Assistant Superintendent of Human Resources

This posting will close at 4:00PM  
 Tuesday, May 5, 2026  
 \*Not holding to the 10 days\*

RE: Internal Posting – **NECSD Spelling Bee at NFA Main**

Date & Time: **May 19, 2026** - Parent Coordinators & Community Engagement Coordinator must arrive at 3:00 PM  
 School Monitors must arrive at 4:00 PM.

Title	# of staff needed	Miscellaneous Info: (requirements)
CSEA-PCOR	5 - Parent Coordinators	Parent Coordinators to support the students and families during the Spelling Bee who are familiar with the Elementary and MS buildings and have supported the Spelling Bee in the past will receive preference.
CSEA-CECO	1 – Community Engagement Coordinator	Community Engagement Coordinator staff member to support students and families during the Spelling Bee.
CSEA-SEC	2 - School Monitors	Two School Monitors to support the Spelling Bee event.

**Funding Source: MBK Challenge Grant**

**Compensation – As per the hourly rate according to the CSEA Collective Bargaining Agreement.**

**Not to exceed 8 Hours for Parent Coordinators & Community Engagement Coordinator, 7 hours for School Monitors.**

- **Internal candidates** must respond online through the District’s website, under the “DISTRICT” tab, under “Employment with the District” Click on ‘APPLY’ alongside of the posting.

Paper applications will not be accepted. **PLEASE DO NOT EMAIL Ms. Holder directly**

GH: tc