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Deputy Superintendent
Asst. Superintendent, Secondary Curriculum & Instruction
Asst. Superintendent, Chief Equity Officer
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: October 7, 2025

MEMO: TO ALL BUILDINGS – PLEASE POST

FROM: Genieve Holder 
Assistant Superintendent of Human Resources

RE: CSEA –Anticipated Vacancy: Substitute Coordinator of Parent Involvement

This posting will close at 4 PM on
Tuesday, October 21, 2025

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

Position	Location (s)
Substitute Coordinator of Parent Involvement	District Wide

Responsibilities include, but are not limited to:

- Assisting in the coordination of family engagement activities at the school and district level.
- Supporting communication between school staff and families.
- Providing families with information regarding school programs, services, and community resources.
- Collaborate with principals and staff to promote parent engagement strategies.
- Assisting families with accessing school and district initiatives and opportunities.
- Supporting schools with outreach efforts to enhance student achievement and parent engagement.
- Serving as a welcoming resource for families during school events and activities.
- Oversight of FACE Resource and Information Stations in the schools.
- Sharing information about school and district activities in the community.

Qualifications:

- Associate's Degree or higher preferred
- Experience in community outreach, parent engagement, or related work.
- Strong communication and interpersonal skills.
- Ability to work collaboratively with administrators, staff, families, and community partners.
- Bilingual skills (English/Spanish) preferred.
- Flexibility to substitute on an as-needed basis.
- **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.

GH:tc