



**BROWNSVILLE ACADEMY/ DIPLOMA PLUS HIGH SCHOOL (17K568)
COMMUNITY ASSOCIATE**

Position Summary: Brownsville Academy/Diploma Plus High School is a model for small high schools with 150 to 400 students located in urban areas and serves students who are over-aged and under-credited or at risk of dropping out. Diploma Plus is a college preparatory school that provides a rigorous and student-centered alternative for youth who have been failed by a traditional system. Diploma Plus is built around four essentials for success: Performance-based system; supportive school culture; future focus; and effective supports.

We seek an individual who is committed to collaboration and community development. The Community Associate will support the school in its efforts to increase and maintain communication between the school, the parents and its community partners, including John Jay College, Medgar Evers College, Brooklyn College, New York City Technical College, CUNY, SUNY, and other colleges and universities. In addition, the Community Associate will work with local businesses, corporations and community-based organizations to solicit interest in participating in school community service programs. Further, the Community Associate will foster partnerships/collaborations with organizations to provide additional recreation programs and special events such as the Brownville Recreation center, YMCA, The Police Athletic League, and the Madison Square Boys and Girls Club.

Reports to: Assistant Principal

Key Relationships: Act as program liaison with appropriate school staff to support students, parents, advisories and the implementation of advisory-based activities, e.g., internships, town hall meetings, student councils, outreach programs. Serve as the primary liaison between the Brownsville Community and Brownsville Academy/Diploma Plus High School.

RESPONSIBILITIES

Community Outreach and Program Development

- Visit local businesses, and community-based organizations to solicit interest in participating in school internship-based programs.
- Create broad community collaborations with Diploma Plus model implementations by developing outreach programs with local school districts and organizations.
- Develop strong positive relations with community colleges and businesses.
- Support Youth Leadership and Voice by creating student learning plans, initiating student input on advisory boards and student councils using the Diploma Plus model implementations.
- Foster partnerships/collaborations with organizations to provide additional recreation programs and special events.
- In collaboration with the school community, collect and process Parent Contact and Scholar Conference Forms to ensure and encourage parent awareness.

Interaction/Support – Parent Coordinator

- Assist Parent Coordinator to develop workshops for parents in collaboration with outside agencies and monitor student's weekly progress reports to generate parent awareness.

Qualifications Requirements:

Minimum

1. High School graduation or equivalent and three years of experience in community work or community centered activities in an area related to duties described above; or
2. Education and/or experience which is equivalent to "1" above.

Preferred

- Knowledge of Diploma Plus model implementations.
- Experience with computer applications including Microsoft Excel.
- Ability to develop and/or implement action projects.
- Strong interpersonal skills.
- Excellent communication skills.

Salary: \$32,237+

Application: Please send a cover letter and resume, no later than **October 20, 2009**, to:

LaShawn Robinson, Principal
Brownsville Academy High School
1150 East New York Avenue
Brooklyn, NY 11212

OR

E-Mail: LRobinson5@schools.nyc.gov

NOTE: The filling of all positions is subject to budget availability.

AN EQUAL OPPORTUNITY EMPLOYER

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