



**HOLCOMBE L. RUCKER SCHOOL OF COMMUNITY RESEARCH HS (08X332)
COMMUNITY ASSOCIATE**

Position Summary: Under general supervision, with latitude for independent initiative and judgment, performs responsible work in various phases of work related to school community programs. This includes establishing, maintaining, and monitoring partnerships and community development programs with Learning Leaders, Institute for Student Achievement, Police Athletic League, PSAL, Advisory, Men of Majesty and Ladies First. Performs related work.

Reports to: School Principal

Key Relationships: Provides and improves community services by performing liaison functions, including security and safety and improving communication between the school, community organizations and groups, and the individuals they represent and service.

RESPONSIBILITIES

- Participates in a school-related community development programs as described above.
- Facilitates after-school community activity programs.
- Coordinates activities to improve school-community relations and to improve and encourage participation from the community.
- Coordinates contacts with parents and outside agencies to elicit their support and participation in group recreation activities.
- Provides assistance on training and presentations to community members, staff and parents.
- Prepares related reports and information.
- Coordinates meeting with community members, staff and parents to evaluate the effectiveness of above programs.

QUALIFICATIONS:

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

- Satisfactory performance for last three years of active service with the NYC Department of Education.
- Satisfactory work performance and record of attendance and punctuality.
- Demonstrated ability to work with students, parents, teachers and supervisors.
- Knowledge of school program objectives.
- Bilingual in Spanish and English.

Work Schedule: Annual Position (as well as some Saturdays)

Salary: \$32,237+

Application: Applications must be submitted by **September 24, 2009** to:

Sharif Rucker, Principal
965 Longwood Avenue
Bronx, NY 10459
Fax: 718- 860 1321 | Email: Srucker@schools.nyc.gov

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

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