



**BRONX CENTER FOR SCIENCE AND MATHEMATICS (09X260)
COMMUNITY ASSOCIATE**

Position Summary: Under general supervision, with latitude for independent initiative and judgment, performs responsible work in any phase of school community programs; performs assigned tasks to provide necessary and important community services; may supervise subordinate personnel or act as a team leader; performs related work.

Reports to: School Principal

Key Relationships: 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.

RESPONSIBILITIES

- 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.
- May train and supervise subordinate personnel or act as a team leader.
- Participates in a school-related community development program.
- Directs and facilitates after-school/community activity programs.
- Performs work in school community outreach programs and activities.
- Elicits support and participation in parent/community activities.
- Performs related administrative support activities.

QUALIFICATIONS

Minimum Requirements

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 record of attendance and punctuality.
- Demonstrated ability to work with students, parents, teachers and supervisors.
- Knowledge of school program objectives.

Salary: \$32,237+

Application: To apply please submit a copy of your resume, no later than **June 29, 2009** to:

Bronx Center for Science and Mathematics
Attn: Mr. Edward Tom
1363 Fulton Avenue
Bronx, NY 10456

AN EQUAL OPPORTUNITY EMPLOYER

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