



**POE CENTER – PS 246 (10X246)
(K-6)
COMMUNITY ASSISTANT**

Position Summary: Under general supervision, with latitude for independent initiative and judgment, the Community Associate will be responsible to work in various phases of school community programs. Establishes, maintains, coordinates and monitors partnerships and community development programs such as Bronx Family Court, Bronx Child services, etc. Performs related work.

Reports to: Principal/Assistant Principal

Key Relationships: As a liaison, provides and improves community services by improving communication between the school, community organizations and the individuals they represent and service.

RESPONSIBILITIES

- Participates in school-related community development programs.
- Works closely with the Parent Coordinator in creating a welcoming environment for families, mentors, community development programs and CBO partnerships.
- Assists with training and presentations to community members, staff and parents.
- Prepares evaluation reports and coordinates meetings with community member's staff and parents to evaluate the effectiveness of above programs.
- Performs general clerical work as needed.

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.
- Satisfactory record of attendance and punctuality.
- Strong interpersonal and communications skills.
- Bilingual - Spanish and English.

Work Schedule: Annual Position

Salary: \$27,351+

Application: Applications must be submitted by email or fax no later than close of business on **October 8, 2009**, to:

Ms. Beverly Miller- Pascal
Principal, 10X246
2641 Grand Concourse
Bronx, NY 10468
Email: Bmiller2@schools.nyc.gov | Fax: 718-584-7005

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