



**BROOKLYN SECONDARY SCHOOL FOR  
COLLABORATIVE STUDIES HIGH SCHOOL (15K448)  
COMMUNITY COORDINATOR**

**Position Summary:** Brooklyn Secondary School for Collaborative Studies. We provide a learning community where adults are committed to supporting students' potential as they reconnect to education. Brooklyn Secondary School for Collaborative Studies' focus is to make academics relevant through real-world experience and offer challenges that provide knowledge, choice, and positive outcomes. Youth development and leadership play an important role as students participate in Advisory, where their voice is heard and their leadership skills are developed. We provide a learning community where adults are committed to supporting students' potential as they reconnect to education.

Roles in small schools are varied and complex and serious consideration will be given to applicants who demonstrate through their resume and cover letter experience and/or willingness to become involved in these essential aspects of the position. The Community Associate will work collaboratively with school staff to build relationships and coordinate projects with local and national community based organizations in District 15.

**Reports to:** Principal

**Key Relationships:** The Community Associate will work collaboratively on behalf of the school with external communities within District 15.

#### **RESPONSIBILITIES**

- Implement non-academic school community projects such as Walk-a-Thons, NY Cares and Save the Parks Programs to help build strong ties between the school and community at large.
- Coordinate outreach efforts with the Parent Teachers Association and Parent Coordinator.
- Recruit panelists (internal and external) for all subjects, for school and community discussions that are collaborative for the learning community in District 15.
- Assist students, teachers and counselors in preparation for community panels - this includes helping them with research using the BCS Research Portal, editing, self-assessment using the rubric, MLA citation and Google Docs.
- Plan, publicize and organize BCS community classes for parents and students.
- Organize the community outreach component of academic and recreational after school programming.
- Coordinate and update our [www.bcs448.org](http://www.bcs448.org) web site.
- Coordinate tours for MS and HS including advertising to schools and families, training tour guides, coordinating presentation and organizing tour groups, and preparing teachers and students on tour days on how to represent BCS best.
- Team with the Parent Coordinator and admissions staff to organize MS and HS orientations sessions for parents in the school community.
- Provide expeditionary learning support including support for learning expeditions
- Plan and evaluate programs providing important community services.
- Make recommendations on community program processes and procedures.
- Provide technical assistance and training to subordinate staff in techniques of program implementation.
- Act as the long term manager of school based community programs and projects.

#### **QUALIFICATIONS**

##### **Minimum Requirements**

1. A baccalaureate degree from an accredited college and two years of experience in community work or community centered activities in an area related to the duties described above; or
2. High school graduation or equivalent and six years of experience in community work or community centered activities in an area related to the duties as described above; or

3. Education and/or experience which is equivalent to "1" or "2" above. However, all candidates must have at least one year of experience as described in "1" above.

**Preferred**

- Ability to work within a non-traditional school schedule and organization structure that meets the needs of over age and under-credited youth.
- Ability and experience collaborating with community based partners.
- Ability to work with community groups on youth development along with students and school staff.

**Salary:** \$45,497+

**Application:** Apply online to:

[ABarr@schools.nyc.gov](mailto:ABarr@schools.nyc.gov).

**Please indicate Community Coordinator in the subject line.**

**Applications will be accepted through September 25, 2009.**

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

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Office of Equal Opportunity, 65 Court Street, Room 923, Brooklyn, New York 11201, or visit the OEO website at <http://schools.nyc.gov/OEO>

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