



**ASTOR COLLEGIATE ACADEMY, 11X299
COMMUNITY ASSOCIATE POSITION**

Position Summary: Astor Collegiate Academy is a college preparatory school that will prepare students for college and beyond through rigorous academic coursework balanced with a supplemental business program emphasizing Microsoft applications, Entrepreneurship and Internships to diversify students' portfolio. Students are supported during their academic careers by personalized relationships with teachers and administrators. This school is a part of the Leadership Learning Support Organization and maintains a strong partnership with Lehman College.

We seek an individual who is committed to community development and collaboration. The Community Associate will support the school in its efforts to increase and maintain communication between the school and its community partners.

Reports to: Assistant Principal/Principal

Key Relationships: Act as a school community-based program liaison to provide counseling and staff support for our academic, business and interdisciplinary themes through the implementation of an internship program through our business and entrepreneur coursework. Serve as the liaison between various internship sites within the community.

RESPONSIBILITIES

- Visit city, state and federal local businesses, corporations and community-based organizations to solicit interest in participating in school internship-based programs.
- Work with counseling staff on the community outreach component to provide and improve internship services including safety and communication between the school and its internship sites.
- Meet regularly, coordinate and communicate with community based representatives at each site in the neighboring community.
- Foster partnerships/collaborations with organizations to provide additional recreation programs and special events.
- Produce program and community event calendars.
- Maintain and prepare data reports to determine the effectiveness of the program.
- Work with Parent Coordinator to develop workshops to describe and apprise parents of the internship program.

QUALIFICATIONS

Minimum Requirements

- 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
- Education and/or experience which is equivalent to above

Preferred

- Experience with computer applications including Microsoft Excel.
- Ability to develop and/or implement action projects.
- Demonstrated experience with conflict resolution and case management.
- Strong interpersonal skills.
- Excellent communication skills.

Salary: \$32,237+

Application: Please send a cover letter and resume, no later than **September 11, 2009**, to:

Rose LoBianco
Astor Collegiate Academy
Principal
925 Astor Avenue
Bronx, New York 10469
Or
E-mail: rlobian@schools.nyc.gov

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

AN EQUAL OPPORTUNITY EMPLOYER

It is the policy of the Department of Education of the City of New York to provide educational and employment opportunities without regard to race, color, religion, creed, ethnicity, national origin, alienage, citizenship status, age, marital status, partnership status, disability, sexual orientation, gender (sex), military status, prior record of arrest or conviction (except as permitted by law), predisposing genetic characteristics, or status as a victim of domestic violence, sexual offenses and stalking, and to maintain an environment free of harassment on any of the above-noted grounds, including sexual harassment or retaliation. Inquiries regarding compliance with this equal opportunity policy may be directed to: Office of Equal Opportunity, 65 Court Street, Room 923, Brooklyn, New York 11201, or visit the OEO website at <http://schools.nyc.gov/OEO>