



**BRONX LEADERSHIP ACADEMY HS (X525)
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: 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

- 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 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.
- Elicits support and participation in parent/community activities.
- Performs work in school community outreach programs and activities.
- Performs critical clerical operations.

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.
- Bilingual in Spanish and English.

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

Salary: \$37,072

Application: Applications must be submitted by **June 26, 2009** to:

Mr. Kenneth Gaskins, Principal
1710 Webster Avenue
Bronx, NY 10457
Fax: 718- 299-4707
Email: KGaskin@schools.nyc.gov

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