



**THE SOJOURNER TRUTH SCHOOL
PS/MS 149M
COMMUNITY ASSOCIATE**

Position Summary: The Community Associate, under general supervision of the principal will perform duties that directly relate to various phases of the community programs at the school. This includes establishing, maintaining, coordinating and monitoring partnerships and community development programs associated with the Parents Association and The Harlem Children Zone (HCZ). Performs related work.

Reports to: Principal and Assistant Principals

Key Relationships: Provides and improves community services by performing liaison functions, improving communication between the school, school partners, community organizations and family groups including but not limited to Harlem Children Zone, GE, Century 21, Mercy College, local family shelters and Family Services.

Responsibilities

- Provides and improves public relations for the school by performing community liaison functions including work with the office of the local City Council person, Community District Education Council and local school district office.
- Works with the Parent Coordinator to increase parent awareness of local family support service agencies and provides family and community workshops.
- Collaborates with guidance to increase involvement in outreach programs and turnkey resources to school staff, students and families.
- Acts as the liaison between the school and community based organizations such as Mercy College, HCZ, Harlem Gems, Century 21 and GE.
- Acts as a liaison between the school and the building council at large in coordinating and organizing campus-wide activities for students in The Sojourner Truth School, Harlem Success Academy and PS 811.
- Provides additional support and works collaboratively with the Parent Coordinator to ensure maximum parental participation in all school wide activities
- Assists students and staff in building relationships with external partners such as Habitat for Humanity, GE Partner Schools and Network High Schools.
- Provides technical assistance and works with technology coordinator to ensure optimal performance of computers and peripheral equipment for parent workshops.
- Serves as a liaison between middle school teachers and assistant principal to facilitate community service activities.
- Supervises the activities performed in all work units within an office, including office management, implementation of procedures, records management of all agencies that visit the school such as ASC workers, social workers and Foster Care agencies.

Qualification Requirements:

Minimum

- 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 "1" above.

Preferred

- Satisfactory performance for last three years of active service within the Department of Education.
- Satisfactory record of attendance and punctuality.
- Demonstrated ability to work with students, parents, teachers, and supervisors.
- Knowledge of school program objectives.
- Prior work experience in school setting and interaction with students, parents, and school staff.
- Strong thinking skills and ability to trouble shoot issues.

- Willingness to work beyond the boundaries of the job description to contribute to the overall success of the school community.

Salary: \$32,237+

Application: Please send cover letter and resume, no later than **December 4, 2009**, to:

Shaniquia Dixon, Principal
The Sojourner Truth School – P.S 149
41 West 117th Street
New York, NY 10026
Fax 646.672.9302/Tel. 646.672.9020
SSingle@schools.nyc.gov

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

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