



## ENERGY TECH HIGH SCHOOL (30Q258) COMMUNITY COORDINATOR

**Position Summary:** Under the supervision of the Principal, the Community Coordinator will perform duties related to developing and improving community relations. The Community Coordinator will support the school in its efforts to increase and maintain communication between the school and our students, families, staff, and community partners and other community organizations and high schools and colleges. The Community Coordinator will similarly work to develop and sustain positive relations with other schools in the community and other organizations within the NYC Department of Education. The Community Coordinator will also work with local businesses, corporations and community-based organizations to solicit interest in supporting and/or providing sites for the school's fieldwork, internship, community service or community farming programs. Current groups working with the school include: National Grid, Con Edison, LaGuardia Community College, City University of New York, Early College Initiative, and Solar One. Performs related work.

**Reports to:** Principal

**Key Relationships:** Serves as a liaison between school administration and community groups by coordinating and facilitating communication between the school, staff, students, families, community organizations, businesses, government agencies and the communities that these vital organizations represent.

### RESPONSIBILITIES

- Maintain ongoing contact with community-based organizations that are involved with providing services to support the school's educational programs.
- Assist students and staff in building relationships with external partners including those connected to the school.
- Meet with community leaders and the administration to plan community events.
- Meet regularly and communicate with community partners to schedule a calendar of events for the fiscal year.
- Coordinate and supervise various outreach programs between the school and the neighboring community.
- Responsible for the supervision, planning, implementation, coordination, and monitoring of community development programs.
- Develop, coordinate and monitor partnerships and community development programs associated with the PTA and CBO's.
- Prepare evaluation reports; perform analyses; and review program plans, funding and performance with various community based organizations.
- Work with our various departments and Parent Association to support and develop the community workshops.
- Prepare correspondence, documents, and other forms of written communication for internal and external community outreach purposes.
- Provide logistical and administrative support to the Parent Coordinator and the Principal related to community outreach and parent engagement.
- Encourages participation from the community for participation in-group recreational activities and assist with operational. Administrative matters relating to community agencies.
- Oversee CTE (engineering, technology, and career readiness) curriculum development and scope and sequence planning, in collaboration with school's partners.
- Facilitate small-group work focused on mentoring, internship, and other career-ready activities. Collaborate with teachers to lead this work.
- Organize and implement a range of industry-related exposure events for students, including but not limited to field trips, guest speakers, job shadowing events, networking events, etc.
- Liaise with school's College Liaison to integrate college and career initiatives (e.g. Planning Team meetings, scope and sequence development, College and Career Foundations curriculum development, etc.).
- Liaise with grant organizations, including NYCDOE, Early College Initiative, and Solar One.

## Qualification Requirements:

### Minimum

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

- Public speaking ability and good people skills.
- Ability to interact with people of all social and economic levels.
- Prior experience in school setting and interaction with students, parents, and school staff.
- Proficiency with Microsoft Word and Excel.
- Ability to work with students, teachers, and supervisors.
- Knowledge of school program objectives.
- Strong literacy skills and the ability to troubleshoot complex issues when necessary.

**Work Schedule:** This is a 12 month 35 hour per week annual assignment. Position will require flexibility with respect to work hours in order to meet the needs of the school community, including early mornings, evenings and weekends.

**Salary:** \$48,768+

**Application:** Please send cover letter and resume, no later than **February 22, 2016**, to:

Hope Barter  
Email: [hbarter@schools.nyc.gov](mailto:hbarter@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 1102, Brooklyn, New York 11201, or visit the OEO website at <http://schools.nyc.gov/OEO>. Please Post