



BROOKLYN SCHOOL OF INQUIRY COMMUNITY COORDINATOR

Position Summary: Brooklyn School of Inquiry (BSI) provides exemplary, differentiated programs targeted to the unique needs of gifted learners. Programs are designed to foster self-directed lifelong learning by encouraging exploration, inquiry, in-depth study, and reflective thinking. Principles of the curriculum include content related broad-based issues and themes or problems integrated across multiple disciplines.

The Community Coordinator performs very responsible work in the planning, implementation, coordination, monitoring and/or evaluation of community development programs as they relate to the school and its gifted education mission by: identifying and creating opportunities for inter-school community development projects; coordinating community service projects between students, parents, and charitable organizations; and developing and coordinating events to foster community involvement within the school population.

Reports to: Principal

Key Relationships: Teachers, students and families of the BSI community.

RESPONSIBILITIES

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:

- Works with faculty, students and families on the implementation of youth and non-academic community projects, e.g., GreenWood Cemetery and National Park Services programs.
- Builds relationships and collaborates with community based partners to coordinate projects, e.g., Bay Ridge Historical Society and the local YMCA.
- Coordinates programs providing important community services.
- May act directly as the long-term coordinator of a specific community development program related to the school's history. (The land that the school is sitting on was a pond surrounded by a corn field 400 years ago. Grants are available to use local government records to create projects around this, thereby bringing attention and community resources to the school)
- Works closely with school staff on planning in-school programs providing important school/community information, e.g., Information Nights/Open House programs, Tours and welcome events.
- Works with school staff to plan and publicize BSI community classes for parents and students.
- Works with school staff to enhance community involvement in academic and recreational after school programming. Serves as liaison to after school program.
- Participates in the coordination of tours including advertising to families; training for tour guides; coordinating presentations; organizing tour groups; assisting teachers; and preparing students on tour days on how to best represent BSI to the school community-at-large.

QUALIFICATIONS

Minimum Requirements

1. 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

- Selected candidate must be an excellent communicator.
- Ability to be a collaborative community partner as well as being a team leader.
- Must be self directed and motivated.
- Able to think outside the box and be creative.

Salary: \$45,497+

Application:

Please send cover letter and resume no later than **October 27, 2009**, to:

Donna Taylor, Principal
Brooklyn School of Inquiry
Brooklyn, NY 11204
Email: DTaylor32@schools.nyc.gov
Fax: 621-5735

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