



ARTHUR SCHONBURG ELEMENTARY SCHOOL – PS 163
COMMUNITY ASSOCIATE

Position Summary: Under general supervision, with latitude for independent initiative and judgment, performs responsible work in various phases of school community programs. Establishes, maintains, coordinates and monitors partnerships and community development programs with Learning Leaders, EPIC (Every Person Influence Children), Cornell University, United Methodist After School Program, Advocates for Children, Health Plus and The Neighborhood Association for Inter-Cultural Affairs. Performs related work.

Reports to: School Principal

Direct Reports: May supervise and/or train subordinate personnel or act as a team leader.

Key Relationships: Provides and improves community services by performing liaison functions, and improving communication between the school, community organizations and groups, and the individuals they represent and service.

RESPONSIBILITIES

- Participates in school-related community development programs.
- Creates a welcoming environment for families, mentors, community development programs and partnerships.
- Provides technical assistance and assists training and presentations to community members, staff and parents.
- Prepares evaluation reports and coordinates meetings with community member's staff and parents to evaluate the effectiveness of above programs.

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

Salary: \$37,072+

Application: Applications must be submitted by July 8, 2009 to:

Ms. Dilsia Rivera-Martinez
Principal, PS. 163
1710 Webster Avenue
Bronx, NY 10457
Email: DMartinez20@schools.nyc.gov
Fax: 718-299-4707

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