



**MORRIS ACADEMY FOR COLLABORATIVE STUDIES (09X297)
COMMUNITY ASSOCIATE**

Position Summary: Under general supervision, with latitude for independent initiative and judgment, performs responsible work in various phases of school community programs at the school. This includes establishing, maintaining, coordinating and monitoring partnerships and community development programs associated with the Morris Mentors Hope for NY, Robotics, JROTC, MACS parents and the ArtsConnection. Perform 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

- Participates in a school-related community development program as described above.
- 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.
- Provides technical assistance and assist in training and presentations to community members, staff and parents.
- Prepares evaluation reports, collects data and coordinates meetings with community members, staff and parents to evaluate the effectiveness of community-based 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 (as well as some Saturdays)

Salary: \$32,237+

Application: Applications must be submitted by **October 19, 2009** to:

Charles Osewalt, Principal
1100 Boston Road
Bronx, NY 10456
Fax: 718 542-3958 | Phone: 718 542-3700 ext. 1052

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

AN EQUAL OPPORTUNITY EMPLOYER

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