



**BRONX AEROSPACE HIGH SCHOOL (11X545)
COMMUNITY ASSOCIATE**

Position Summary: This Community Associate acts as a liaison between the school, families and the surrounding school community to provide necessary and important community services. Provides outreach and planning support to Guidance Counselors on developing and providing college counseling plans to current and rising seniors. Establishes support relationships with college admission offices and may accompany Guidance Counselors with students on college tours where needed to provide outreach support. The Community Associate may also provide support to Parent Coordinator. Performs related work.

Reports to: Principal

Key Relationships: Community organizations, school staff, students and parents.

RESPONSIBILITIES

- Collaborates with school staff and parents to assist schools in developing the school/family/community partnership involvement portion of school improvement plans.
- Assists Guidance Counselors with establishing and maintaining effective communication with local and out-of-state colleges and universities.
- Plans a critical support role in the Leadership and College Readiness Seminar for upperclassmen.
- Placement of students in internships, jobs, or outside academic programs.
- Coordinates participation in presentations with educational and community organizations, and school and local elected officials.
- Plans, develops and implements training and workshops for school teams, parents and others for the purpose of encouraging family/community support and involvement.
- Contributes to presentations focused on the prevention of at-risk behaviors common to adolescents and to build self awareness.
- In collaboration with the guidance/college department, helps organize college job readiness programs and activities.
- Participates in academic enhancing programs such as peer counseling/tutoring programs.
- Addresses related areas of need as identified by the principal.

Qualification Requirements:

Minimum

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

- Experience working with high school students and youth in the community.
- Strong organizational background.
- Strong writing skills.
- Exceptional individual initiative; committed to shaping an exciting small school.
- Ability to participate as part of a team.
- Ability to establish and maintain effective working relationships with a variety of people in a multi-cultural, multi-language setting.
- Ability to organize, prioritize, and coordinate activities.
- Bachelor's degree in education or related field. Experience with parent involvement, staff training and conflict resolution/mediation skills.

Salary: \$32,237+

Application: Please send cover letter and resume, no later than **March 16, 2010**, to:

bkirkwe@schools.nyc.gov

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

AN EQUAL OPPORTUNITY EMPLOYER

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