



**RE-START (79M973)
COMMUNITY ASSOCIATE**

Position Summary: The Community Associate will support the school in its efforts to increase and maintain communication between the school; parents and guardians; and a large number of Agency/CBOs such as Daytop Village, Dynamite Youth Center, and Samaritan Village. Performs related work.

Reports to: School Principal and Assistant Principals

Key Relationships: Administration, partner agencies, school staff, parents

RESPONSIBILITIES

- Fosters partnerships with agencies and works with school staff to use partnerships for positive outcomes such as increased attendance, retention, and pass rates. This includes current partnerships with Daytop Village, Dynamite Youth Center, and Samaritan Village.
- Provides technical assistance, training and presentations to agency partners, staff and parents/guardians, including the staff of Daytop Village, Dynamite Youth Center, and Samaritan Village.
- Prepares evaluation reports, collects data and coordinates meetings with agencies and parents/guardians.
- Participates in school-related community development programs as described above.
- Coordinates contacts with parents and outside agencies to elicit their support and participation in group activities.

Qualification Requirements

Minimum

- 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
- Education and/or experience which is equivalent to "1" above.

Preferred

- Bachelor's degree.
- Strong computer skills including proficiency in Excel.
- Knowledge of DOE computer systems: ATS, STARS (HSST), ARIS.
- Ability and willingness to work on time-sensitive projects.
- Strong interpersonal skills.
- Excellent communication skills.
- Demonstrated ability to work with students, parents, teachers and supervisors.

Work Schedule: Annual Position

Salary: \$32,237+

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

Susan Salkin
Re-Start
448 West 56th Street
New York, NY 10019
Or Email to: Ssalkin@Schools.Nyc.Gov

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

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