



**DISTRICT 25 - P.S. 163 FLUSHING HEIGHTS (25Q163)
COMMUNITY ASSOCIATE – PART-TIME**

Position Summary: Under the direct supervision of the Principal, will work on maintaining, promoting and coordinating school activities in the Dual Language Chinese/English program. The Community Associate supports the school leadership in outreach, scheduling and communications within the school and with the community.

Reports to: School Principal

Key Relationships: Maintains positive professional relationships with the entire school community, including students, parents, community partners, and faculty. The Community Associate serves as a liaison between the principal, the school community and the larger community outside of school.

RESPONSIBILITIES

- Collaborates with various staff and the PTA to coordinate student activities and special events.
- Assists with written and telephone communication with parents, partners and the community.
- Performs support activities related to community assignment.
- Maintains computer-based record-keeping systems with student and family information and community partner contacts.
- Works with school staff members and partners to gather information and surveys, as well as perform relevant support functions.
- Schedules school tours and Open Houses, using a web-based registration system.
- Coordinates contact with parents and the school community to elicit their support and participation in school and community activities, parent meetings, workshops, special events and volunteer activities

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 the duties as described above.
2. Education and/or experience which is equivalent to "1" above.

Preferred

- Satisfactory record of attendance and punctuality.
- Demonstrated ability to collaborate effectively with students, parents, co-workers, and supervisors.
- Team player who is able to work closely with staff and community.
- Must have excellent writing and communication skills.
- Computer skills.
- Highly organized with the ability to implement systems and follow-up processes.
- Ability to assist parents in resolving school related issues.
- Able to effectively work under pressure, use independent judgment and produce a quality work product within tight time constraints.
- Knowledge in Mandarin Chinese-able to read and write proficiently.

Salary: \$18,420 + (Part-Time Annual Position – 20 hours per week.)

Application: Applications must be submitted by **February 12, 2010** to:

Lucius Young, Principal
P.S. 163 Flushing Heights (25Q163)
159-01 59 Avenue
Queens NY, 11365
Phone: 718-353-2514 | Fax: 718-460-4244
Or via e-mail LYoung22@schools.nyc.gov

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