



COMMUNITY ASSOCIATE
THE RAFAEL HERNANDEZ DUAL LANGUAGE MAGNET SCHOOL
PS/MS 218 (09x218)

Position Summary: The Community Associate, under general supervision of the Principal, will perform duties that support overall school functions including, but not limited to outreach to families, outreach to the local community, and the organization of special events. Performs related work.

Reports to: Principal

Key Relationships: Coordinates and develops activities to improve the school community. The position requires positive professional relationships with the Principal, Assistant Principal, support staff, Community Based Organizations, parents, teachers, and students.

RESPONSIBILITIES

- Provide additional support and work collaboratively with the Parent Coordinator to ensure maximum parent participation in all school wide activities.
- Work with community groups such as Bronx Arts Ensemble, WHECO after school program and other educational organizations; and with school staff members to increase academic and enrichment opportunities for students and families.
- Coordinate community involvement in special events including, but not limited to, Open School for grades K-8 registration.
- Support school and staff in parent outreach and collaborate with teachers to support student activities. Collaborate with the school's Green Committee to increase family awareness of sustainability issues and to improve participation on school wide sustainable projects.
- Work closely with school staff and Parent Coordinator on planning in-school programs providing important school/community information to elicit their support and participation in school and community activities, parent meetings, workshops, and volunteer activities.
- Assist school staff members with some applications, reports and surveys related to parent involvement and school/community events.
- Work with school staff to enhance community involvement in academic and recreational after school programming.

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

- Excellent writing and computer skills (Microsoft Office Word, Access, PowerPoint and Excel), and database management skills.
- Strong organizational, administrative and interpersonal skills with the ability to implement systems and follow-up processes.
- Able to effectively work under pressure in a fast paced school environment with multiple communities; use independent judgment and produce a quality work product within tight time constraints.
- Excellent communication skills and experience in collaborating effectively with parents and co-workers.
- Ability to work with students, parents, teachers and supervisors.
- Able to effectively work under pressure, use independent judgment, and produce a quality work product within tight time constraints.
- Team player who is able to work within our Community Based Organization partnership to achieve results for our school.

- Proficiency in a language other than English.
- Some evening and/or weekend work.

Salary: \$32,237 +

Application: Please send cover letter and resume, no later than **February 22, 2010**, to:

Iraida Gonzalez, Business Manager
PS/MS 218 - The Rafael Hernandez Dual Language Magnet School
1220 Gerard Ave
Bronx, NY 10452
Fax: (718) 410-8933 **OR** E-mail to igonzal5@schools.nyc.gov

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

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