



**BRONX INTERNATIONAL HIGH SCHOOL (09X403)
COMMUNITY ASSOCIATE**

Position Summary: Under direct supervision of the Principal, with some latitude for independent initiative and judgment, performs auxiliary work in any phase of community programs. Assists in carrying out assigned tasks to provide necessary and important services partnering with community, city, and state organizations of higher learning. Performs related work.

Reports to: Principal

Key Relationships: Students; instructional and guidance staff; school leadership.

RESPONSIBILITIES:

- Build partnerships with community and educational organizations.
- Assist instructional and guidance staff, as necessary, in developing program support materials and providing support for development materials.
- Coordinate college fairs and visits for Senior Institute students.
- Assist students in completing college and financial aid applications, and meeting application deadlines.
- Assist the guidance and instructional staff with providing support and resources for students, as necessary.
- Work with school staff members including Guidance Counselor and Parent Coordinator to gather information, assist with registration, prepare reports, as well as perform relevant clerical functions.

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 above.

Preferred

- College credit toward completion of an Associate or Baccalaureate Degree.
- Satisfactory record of attendance and punctuality.
- Demonstrated ability to work with students, parents and guidance staff.
- Knowledge of school program objectives.

Salary: \$32,237 +

Application: Please send cover letter and resume, no later than **February 12, 2009**, to:

Joaquin Vega, Principal
The Bronx International High School
1100 Boston Rd.
Bronx, NY 10456
Fax: 718-620-1056
E-mail: jvega4@schools.nyc.gov

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

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