POSITION ANNOUNCEMENT
Community School Associate-NYC

Who We Are
Center for Supportive Schools is a fast-paced, collegial, and team-oriented organization wholly committed to helping schools become places where students want to be. Our work directly addresses student disengagement, a root cause of diminished academic performance, students dropping out of school, and other high-risk student behaviors. We partner with schools in three areas: developing all students into leaders; empowering teachers to collaborate with each other and with students; and engaging entire school communities to improve how learning happens.

CSS is driven by the vision that one day, all students will thrive in schools that graduate them prepared for the rigors of college and lives filled with meaningful work, active citizenship, and personal fulfillment. Founded in 1979, we are a national organization currently impacting 65,000 students annually and committed to supporting every K-12 school in the country. Most of our partners are economically disadvantaged communities where the consequences of student disengagement can be most devastating. For more information, please visit www.supportiveschools.org.

About Community Schools
Community Schools offer a holistic approach toward improving academic performance driven by strong, collaborative partnerships among principals, parents, teachers, and CBOs. In Community Schools, parents are real and active partners in their children’s education. Each student is connected to a mentor, club, or social service. The school climate is joyful and positive. Community members spend time at the school, participating in activities ranging from swimming and yoga to financial and parenting workshops. Extended afterschool or weekend classes are commonplace. An integral part of this approach is the blending of school- and community-based services into the school day, such as health, mental health, counseling, and academic enrichment.

The De Blasio administration believes that Community Schools are instrumental in helping schools catch up or leap ahead, and in putting all of our students on the path to four-year colleges and long-term careers. The Community Schools in New York City will use key strategies to help students achieve success:
• Meaningful family involvement in decision making around student needs
• Meaningful interactions with community-based services and programs
• Maximization of academic programming, college and career preparation, and extended weekend and afterschool programming
• Robust data monitoring and attendance taking practices

Who You Are
You are passionate about working with schools to build their capacity to offer effective programs to positively impact our youth and their families. You have knowledge of and experience working in New York City with public schools and/or student support services. You bring a wealth of skills and experiences while also identifying yourself as a lifelong learner who is regularly seeking opportunities to grow your skills. You crave opportunities to be reflective about your practice and look forward to receiving feedback to support your continued growth.

Every school...safe, supportive, engaging, and inspiring.
You are a thoughtful planner and communicator and strive for excellence in all that you do. You are highly adaptable and ready to do work in ways that work best for the schools you serve. You find energy in working directly with schools and collaborating with colleagues in service of implementing and advancing best practices. You are comfortable with and skilled at working in diverse school settings, with students, family members, teachers, principals, and other school staff. You thrive in an environment where collaborating with colleagues is valued and also thrive working independently. You are highly emotionally intelligent.

You excel at managing administrative aspects of programs with an exceptional level of detail. You implement different strategies for collecting data from schools and are not afraid to be persistent, while always maintaining a customer service mindset. You have a systems-oriented approach and are always looking for ways to continually improve your practices, the practices of your team, and the practices of the organization to better serve clients' needs.

You care deeply about creating a more just society and believe that improving schools is fundamental to that effort. You are committed to diversity, inclusion, and equity. More than anything else, you want to make a difference.

**The Role**

As the full-time Community School Associate you will be responsible for the day-to-day management of the community school’s strategy in collaboration and under the direction of the Community School Director. You will be responsible for building and maintaining relationships with administration, faculty, staff, students and families in support of the school and community, with special emphasis on student and family engagement during both in-school and remote learning instruction and enrichment. You will facilitate and provide leadership for the collaborative process and development of a continuum of services for student and family success in academics, attendance, and social-emotional development, while creating, strengthening, and maintaining the bridge between the school and community in the efforts of promoting student success. You will assist the school in developing implementation action plans, troubleshooting implementation obstacles, and planning for sustainability, with specific support and coordination for the school’s technology program and partnerships. You will assist in tracking the school’s progress against performance goals, collect school data, and support program evaluation activities.

Additional responsibilities may include managing community partnerships that relate to student and family engagement and development, and participating as necessary in Student Success and Community School Team meetings. You will also support the school’s administrative, attendance, enrollment, and high school application processes. Initially, you will support establishing and implementing a community school strategy under the direction of the Community School Director. Over time you may support any or all of CSS’s leadership solutions that may be implemented at the school. You will ensure that the community school strategy is implemented at exceptional levels of quality with full support, buy-in, and regular communication with stakeholders across the school community.

**What You’ll Do**

**Support Students**

- Provide ongoing and continuous student support during remote and in-person learning
- Provide supervisory support for students during strategic points of the school day which include, but are not limited to:
  - Small Group Support for Classrooms
  - Lunch/Recess Supervision
  - Supporting any challenges that present themselves inside and outside of the classroom
• Identify needs of chronically absent students, assist in the application of interventions, and track and monitor impact of interventions on a weekly basis, as part of periodic Student Success meetings

Support the School and Faculty
• Support and coordinate the school’s technology program, which includes but is not limited to:
  o Monitoring Technology challenges that arise
  o Collaborating with the school’s Verizon liaison
  o Maintain the school’s technology inventory
• Provide administrative support to school office and Secretary with the student enrollment process, tracking student attendance, and high school applications
• Coordinate, plan, and facilitate meetings with faculty and other school-based staff to plan for specific program implementations, problem-solve implementation obstacles, and ensure program sustainability
• Develop, coordinate and facilitate school events in collaboration with the Community School Director and school-based staff

Support Parents
• Provide ongoing and continuous parent support during remote and in-person learning

Build and Develop Relationships
• Build and maintain relationships with administration, faculty, staff, students, parents, and community partners in the school community to promote student success
• Research and propose partnership agreements under the direction of the Community School Director with people and community organizations willing to offer programs and services for students at the school in accordance with identified needs

Other Responsibilities
• As needed

What You’ve Done

Education: You’ve likely earned a bachelor’s degree in the area of education or social work.

Professional Experiences and Personal Qualities/Skills:

You likely have bi-lingual skills (English and Spanish), as well as technology skills with Google suite, MS programs, etc. You have demonstrated extensive knowledge of and experience working in New York City public schools; exceptional abilities to problem solve, plan, and prioritize; a “roll-up-your-sleeves” entrepreneurial, startup attitude; knowledge of and experience working in education reform and student support services; proven ability to work in a fast-paced environment managing multiple projects; and demonstrated high level interpersonal and cross-cultural skills, including the ability to build relationships internally and externally and to manage effective teams.

In addition, you have likely had the following experiences and have demonstrated the following attributes:
• Excellent listening, writing, and speaking skills
• Highly effective time-management, goal-setting, problem-solving, and decision-making skills
• Ability to gather, analyze, synthesize, and communicate information from various sources
• Strong public speaking and group facilitation skills
• Knowledgeable in issues related to K-12 schools and education reform
• Knowledgeable in social-emotional learning and student support services
• Ability to obtain and utilize student and school data to drive decisions
• Demonstrated ability to work independently and collaboratively
• Flexibility, resourcefulness, and willingness to work evenings and weekends when required for successful and timely completion of projects
• Ability to use discretion and judgment in handling confidential and sensitive information
• Knowledge of and an enthusiastic commitment to the organization’s mission, solutions, and offerings
• Experience with school-based program evaluation
• Connections with community-based organizations and experience facilitating partnerships with these organizations
• Ability to work effectively with school-aged youth, educators, families, and communities from a wide range of cultural, social, and economic backgrounds
• Experience working in school-based settings, with knowledge about tenets of community organizing, student support services, and youth development theories
• Ability to work collaboratively, with strong relationship-building skills
• Program implementation experience preferred
• Remarkable references

Location
The Community School Associate will be based at South Bronx International Middle School located in Bronx, New York. Occasional travel to New Jersey will be necessary for trainings and other staff events.

Schedule, Salary, and Benefits
The anticipated starting date for this position is Summer/Fall 2020. The salary is competitive and based upon experience. CSS offers a comprehensive and competitive benefits plan, including health, dental, and vision.

To Apply
Interested applicants are requested to apply immediately by emailing a cover letter and CV/résumé to resumes@supportiveschools.org. Please include (1) the title of the position in the subject line of your email and (2) where you found the position posting in your cover letter. If possible, please email all documents in PDF format. People of color are strongly encouraged to apply. NYC Department of Education fingerprinting and background clearances will be required.

Center for Supportive Schools is an equal opportunity employer committed to inclusive hiring and dedicated to diversity, inclusion, and equity in its work and staff. CSS’s Equal Employment Opportunity and Affirmative Action related policies are available upon request.