



POSITION ANNOUNCEMENT: Community School Associate–Bronx

Every school . . . safe, supportive, engaging, and inspiring.

About Center for Supportive Schools (CSS)

The Center for Supportive Schools (CSS, formerly Princeton Center for Leadership Training) advances the efforts of schools across the country to develop all students into leaders who help make their schools *safer, more supportive, engaging, and inspiring*. 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. Our work directly addresses *disengagement from school*, a root cause of students dropping out of school and other high-risk behaviors for students in urban, suburban, rural, economically disadvantaged, or more affluent communities.

Since 1979, CSS has partnered with 350 schools and our work has touched 350,000 students, educators, and parents. CSS partners with schools to help overcome disengagement by *engaging all members of the school community in the relationships and meaningful dialogue necessary to effect substantial and sustainable change in all students' school experiences*. We accomplish this through a thoughtful and collaborative planning, teambuilding, and training process with school leadership and other stakeholders; an intensive train-the-trainer strategy; user-friendly, rigorous, and relevant curricula; on-site technical assistance; fidelity monitoring; and program evaluation. CSS offers a wide variety of solutions, such as:

- **Peer Group Connection (PGC):** an evidence-based, school-based program that supports and eases students' successful transitions into middle and high school by tapping into the power of older students to create a nurturing environment for incoming students.
- **Teen Prevention Education Program (Teen PEP):** an evidence-based, school-based program that utilizes peer-to-peer education to increase responsible decision-making among students around issues of sexual health.
- **Student & Family Advisory (SFA):** a research-based school-wide practice that provides all students in middle and high school with the support they need to feel attached to school, to succeed in school, and to graduate ready for the rigors of college and high quality careers.
- **Achievement Mentoring (AM):** a school-based prevention and intervention program, developed by Dr. Brenna Bry, that pairs adult school staff with students in one-to-one mentoring relationships proven to reduce problem behaviors, improve academics, and reduce school dropout among at-risk students.
- **Campaign Connect/Community Schools:** a comprehensive, data-driven and relationship-based approach to engaging the school community in coordinated initiatives designed to improve student outcomes.
- **Customized solutions:** CSS also creates customized solutions in response to specific needs of schools. We have designed custom solutions for over 150 public and private schools throughout the United States.

CSS is a fast-paced, collegial, and team-oriented environment where each staff member plays a critical role in changing life trajectories for students and transforming school cultures. *For more information about CSS, 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 many other organizations. In Community Schools, parents are active partners in their children's education. Each student is connected to a mentor, club, and/or social service. The school climate is joyful and positive. Extended school days or weekend classes are commonplace. An integral part of this approach is the blending of school- and community-based services into the school day, including health, mental health, counseling, and academic enrichment.

In New York City, 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

Position Description

Title: Community School Associate-Bronx

General Position Description: The full-time Community School Associate supports establishing and implementing a community school strategy designed to promote student success through student engagement and development. The Community School Associate will assist in implementing the mission and vision for increasing student engagement and supporting academic and socioemotional development. Implementation includes: developing action plans, troubleshooting obstacles, collecting data, communicating progress, and planning for sustainability. The Community School Associate will ensure that the student engagement and development strategy is implemented at exceptional levels of quality with full support, buy-in, and regular communication with stakeholders across the school community.

The Community School Associate builds and maintains relationships with administration, faculty, staff, and students using effective communication and facilitation skills. The Community School Associate will create, strengthen, and maintain the bridge between the school and community in an effort to foster student success and will support in areas such as academic enrichment, attendance awareness, family and community outreach, and youth development to name a few. Communication with key stakeholders includes managing partnerships (reviewing progress against performance goals), and initiating, preparing, and facilitating meetings. Emphasis lies on participating in Student Success Team meetings, which explore student engagement through analysis of attendance data.

The Community School Associate will support establishing and implementing a community school strategy across three schools under the direction of each school's Community School Director, and overall will provide support in integrating CSS's leadership solutions at the partnership school.

Detailed Position Responsibilities:

- Build and maintain relationships with administration, faculty, staff, students, parents, and community partners in the school community to promote student success

- Conduct a needs assessment process, including: reviewing school and student-level data; conducting focus groups with parents, students, faculty, staff, administrators, and community partners; and reviewing and/or conducting school climate and culture survey
- Develop and implement ongoing mechanisms to obtain input from teachers, school staff, SLT members, parents, and students to determine ongoing needs to promote students success
- Participate in weekly Student Success meetings to identify and support interventions and supports related to engagement and attendance
- 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
- Research and propose partnership agreements under the direction of the Community Schools Director with people and community organizations willing to offer programs and services for students at the school in accordance with identified needs
- Identify evidence and research-based practices and/or partnerships that address priority areas for the community school strategy, which may include but are not limited to:
 - Youth Development
 - Academic Rigor and Instructional Practices
 - Health, Mental Health, Tutoring, Afterschool Programming, Mentoring
- 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, maintain, and publicize a schedule of student-centered programs and activities offered at the school
- Assist in the implementation and maintenance of processes that encourage referrals to programs and services offered at the school; provides timely feedback to those who make referrals; and alert the Student Success Team to the need for programs not already offered
- Collect and monitor program implementation data and student data for each partnership and initiative implemented, and assist in the process of data analysis by the Student Success Team, School Leadership Team, and other school stakeholders
- Other responsibilities, as needed

Candidate Qualifications

Education: Bachelor's degree required

Other Qualifications: Bilingual skills (English and Spanish) preferred

Professional Experiences and Personal Qualities/Skills:

The ideal candidate is passionate about empowering youth of marginalized communities; demonstrates extensive knowledge of public schools (experience working in New York City public schools a plus); has knowledge of and experience working in education reform and student support services; possesses exceptional abilities to problem solve, plan, and prioritize; has a self-starter, “roll-up-your-sleeves” entrepreneurial, startup attitude; has proven ability to work in a fast-paced environment managing multiple projects; demonstrates a high level of interpersonal and cross-cultural skills, including the ability to build relationships internally and externally and to manage effective teams.

He/she will also demonstrate the following characteristics:

- Excellent skills in effective active listening and effective communication (oral & written)
- Ability to obtain and utilize student and school data to drive decisions

- Ability to gather, analyze, synthesize, and communicate quantitative and qualitative data from various sources
- Highly effective time-management, goal-setting, problem-solving, and decision-making skills
- 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
- 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
- Knowledgeable in technology
- Remarkable references

Location: The Community School Associate will rotate among three high schools located in Bronx, New York City during the week. Scheduling will be determined by the Community School Directors. Travel to CSS's New York City office located in Manhattan once a month and occasional travel to CSS's main office in Princeton, New Jersey, will be necessary.

Schedule and Salary: The anticipated starting date for this position is September/October 2017. The salary is competitive and based upon experience.

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 in its work and staff. CSS's Equal Employment Opportunity and Affirmative Action related policies are available upon request.