

## **Associate Director for Administration at the Community School**

Bronx, New York



We are looking for a dedicated, passionate, and energized individual to fill the position of Associate Director for Administration at our Community School in the Bronx, New York. Young Audiences New York (YANY) has been the lead Community Based Organization (CBO) for a multi-year 21st Century Learning program at P.S. 205x in the Fordham Road neighborhood of The Bronx. In partnership with the school administration and District 10, YANY creates and implements a distinctive, holistic, arts-centered “community school” approach that engages a diversity of partners in providing new enrichment opportunities for children and their families.

### **Background on 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, the school climate is joyful and positive, and expanded learning opportunities are abundant.

### **Background on Young Audiences New York**

Founded in 1952, YANY continues to act as an explorer and trailblazer in arts education. We believe art can be a catalyst to create equity and opportunity for New York City’s youth, their families, and communities. Our innovative programming expands from inside the classroom to the surrounding neighborhood, integrating artmaking with youth development and community engagement. Through creating and sharing art, children build important life skills, grow social networks, and affirm their belief in a positive future.

### **Job Summary**

We are searching for a friendly, enthusiastic, and experienced administrator to join our organization. The primary responsibility for this role is to support the Community School Director (CSD) to ensure the delivery of exceptional after-school arts educational programs in the partnered school. This is a full-time, grant-supported position and reports to CSD and Executive Director.

### **Work Site:**

This position will be working at the PS205x

### **Job Responsibilities:**

- In close partnership with the CSD as part of YANY administrative team to create a safe, warm, and professional learning environment for students.
- Develop strong relationship with YANY staff, parents, students, and teachers and ensure that all stakeholders understand what a community school is and how it supports student achievement.
- Support a team of group leaders, teachers, and teaching artists as we work collectively to provide joyful after-school programming for over 370 elementary aged students.
- Support the CSD on administrative tasks such as data collection, designing flyers, bulletin boards, questionnaires, student recruitment, distributing materials, dismissal, and other assigned tasks.
- Responsible for inventory management and ordering of supplies.

- Maintain an accurate data for attendance in DOE EZReport System
- Maintain the program and staff schedules and tracking their working hours for payroll reporting
- Support the fiscal administrative process for staff including the timely submission of timesheets and reimbursement forms.
- Maintain student participant files
- Assist with coordination of programs schedule
- Help coordinate events such as family engagements, health fairs, and culminating events.
- Daily family outreach calls and follow up with families as needed.
- Actively participate in School Team (CST) Meetings and work with school leadership to assess specific community school needs
- Conduct classroom observations and share feedback with the CSD.
- Play an active role in the professional development of staff.

**Requirements:**

- 2-Year Associate Degree or Equivalency Required.
- At least 2 years experiences working in school-based settings, with knowledge about tenants of community organizing, student support services, and youth development theories and the arts.
- DOE fingerprinting and background clearances.

**Qualifications:**

- Takes initiative and follows through.
- Well organized and quick learner with excellent people skills, upbeat and can-do demeanor.
- Ability to work effectively with school aged children, educators, families, and communities from a wide range of cultural, social, and economic backgrounds.
- Ability to work collaboratively, with strong relationship building skills.
- Computer literacy in Microsoft Office, Search Engines, and social media.

**Salary Range**

\$42,000 to \$55,000. Salary is commensurate with experience. YANY offers a competitive benefits package including health insurance coverage (medical, dental, vision), generous paid time off, transit benefits, and 403b plan participation. Must pass pre-employment background check.

Applicants with diverse backgrounds and experiences are encouraged to apply. YANY provides equal employment opportunities (EEO) to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, veteran status, or any other characteristic protected by federal, state, or local law.

**To Apply**

Please submit your resume and cover letter to [employment@yany.org](mailto:employment@yany.org) for consideration. The application is open until the position is filled. Please indicate the job title on the subject line.