



**FELISA RINCON DE GAUTIER INSTITUTE FOR LAW AND PUBLIC POLICY
COMMUNITY ASSISTANT**

Position Summary: The Community Assistant supports the Parent Coordinator and other support staff in parent and student outreach and works with partnered Community Based Organizations as well as in-house programs in supporting and providing students with the tools necessary to become successful individuals in and out of their community. Our mission is to provide students with the tools necessary for academic success. Under direct supervision, the community assistant assists in carrying out assigned tasks to provide necessary and important community service related work.

Reports to: Assistant Principal

Direct Reports: Assistant Principal

Key Relationships: Maintains positive professional relationships with the entire school community, including students, parents, administration, faculty, and community partners. Liaises with the following community organizations: PBIS (Positive Behavior Interventions and Supports), Bronx Initiates Small Schools Character Education Program, CTE Law Academy, American Cancer Society, Bronx Borough President's Office, Merchants of Soundview.

RESPONSIBILITIES:

- Conducts community outreach to enhance our PBIS program and other educational programs.
- Conduct workshops for parents and students to promote awareness on PBIS Character education, CTE law academy and other educational programs.
- Facilitates a non profit community organization fair for students and parents.
- Assists in conducting outreach to community groups to collect donations and incentives to support attendance program and the PBIS program.
- Assists in preparing reports, evaluations and correspondence and in maintaining records of all said programs that help support parents.
- Assists in the community relations between students, parents, and staff.
- Serves as liaison between the guidance department, internship sites, community organizations and businesses to establish and maintain appropriate placement and student involvement.
- Facilitates the mandated service initiative project which includes the cancer awareness walk, recycling programs, volunteer peer tutoring programs and other educational community service programs.

QUALIFICATIONS:

- High School Diploma preferred.
- Experience in collaborating effectively with co-workers and demonstrated ability to follow through on projects.
- Good computer skills (Microsoft Word, Excel).
- Highly organized.
- Able to effectively work under pressure, use independent judgment and produce quality work within time constraints.

Salary: \$ 27,351 +

Application: Please fax or email resume and cover letter by **October 21, 2009**, to:

Felisa Rincon De Gautier Institute for Law and Public Policy
Fax (718) 860-5081 | Email: Jvelasq@Schools.Nyc.Gov

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

AN EQUAL OPPORTUNITY EMPLOYER

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