



## URBAN ASSEMBLY SCHOOL FOR APPLIED MATH & SCIENCE (09X241) COMMUNITY ASSISTANT

**Position Summary:** Under supervision and the overall direction of the Principal, performs responsible work in the areas of community outreach to families, parents and community members. Works with the Parent Coordinator in assisting visitors to the school. Maintains community program records and communications.

**Reports To:** School Principal

**Direct Reports:** N/A

**Key Relationships:** Community members, Office Administrator, Parent Coordinator, and the School Principal.

### RESPONSIBILITIES

- Assist the parent coordinator and advisory teachers in parent and family outreach and communications to students' homes.
- Maintain communications with and information for community partners and families.
- Provide on-going support to the parent coordinator in planning and executing community and student events.
- Targets community outreach to enhance in a variety of school and community-based partnerships; this will best link relationships with the students, school, the two high schools which share the building, and the broader Bronx community.
- Makes recommendations on policies and procedures.

### QUALIFICATIONS

#### Minimum Requirements

- Experience in community and/or instructional work.
- Excellent writing and computer skills (Microsoft Office Word, Access, Powerpoint and Excel), and database management skills.
- Highly organized with the ability to implement systems and follow-up processes.
- Able to effectively work under pressure in a fast paced school environment with multiple communities, use independent judgment and produce a quality work product within tight time constraints.

**Salary:** \$27,351+

**Application:** To apply, please submit a copy of your resume, no later than **October 15, 2009**, to:

Kenneth Baum  
Principal  
1595 Bathgate Avenue - Room 261  
Bronx, NY 10457

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