Department of Education

I.S. 302 (19K302)
COMMUNITY ASSISTANT

Position Summary: "Rafael Cordero y Molina Intermediate School 302K seeks to educate a diverse community of students to reach their fullest potential while developing in them the knowledge, skills, and values that will allow them to become productive citizens. The goal will be attained by: a rigorous curriculum characterized by high standards; an expected atmosphere of achievement; clearly defined academic and behavioral standards; an infusion of authentic applications of curriculum, which will enable them to make meaningful connections between school and society.

The Community Assistant will be involved in informing the school community of events and activities occurring in the school on a monthly basis with such outside organizations and groups such as: East New York Family Beacon, CHAFE, Purelements and Creative Outlet.

Reports to: Principal

Key Relationships: Act as a liaison with appropriate school staff, the Principal, students, parents and families, Parent Coordinator, District Office personnel, Campus school staff, Community Businesses and Local Officials.

RESPONSIBILITIES

- Assist with coordination and development of community school functions such as drama productions, Curriculum Night, trips to historic landmarks in New York City.
- Ability to work with targeted groups of students and school staff on youth development and spirit day activities.
- Ability to work with the Parent Teachers Association and the Parent Coordinator as a school/community information liaison.
- Ability to build relationships and coordinate projects with Community Based Organizations (CBOs) in District 19 such as CHAFE and East New York Family Beacon.
- Assist with tours to high schools in collaboration with the Guidance Counselor.
- Inform CBO's, community activists and local elected officials of school events.
- Team with the Parent Coordinator to enhance home to school communication.
- Makes recommendations on school-wide policies and procedures.
- Maintain accurate records such as outreach efforts to community based organizations.

Qualification Requirements:

- Community experience related to the position preferred.
- Knowledge of computer application systems.
- Prior experience keeping calendar and records of CBO meetings.

Salary: $27,351+

Application: Please send cover letter and resume, no later than **November 9, 2009**, to:

I.S. 302
Attn: Principal Lisa Linder
350 Linwood Street
Brooklyn, N.Y. 11208
OR
E-mail llinder@schools.nyc.gov

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

AN EQUAL OPPORTUNITY EMPLOYER
It is the policy of the Department of Education of the City of New York to provide educational and employment opportunities without regard to race, color, religion, creed, ethnicity, national origin, alienage, citizenship status, age, marital status, partnership status, disability, sexual orientation, gender (sex), military status, prior record of arrest or conviction (except as permitted by law), predisposing genetic characteristics, or status as a victim of domestic violence, sexual offenses and stalking, and to maintain an environment free of harassment on any of the above-noted grounds, including sexual harassment or retaliation. Inquiries regarding compliance with this equal opportunity policy may be directed to: Office of Equal Opportunity, 65 Court Street, Room 923, Brooklyn, New York 11201, or visit the OEO website at http://schools.nyc.gov/OEO