



**BROOKLYN HIGH SCHOOL FOR LEADERSHIP
AND COMMUNITY SERVICE (13K616)
COMMUNITY ASSISTANT**

Position Summary: The Community Assistant will work as a liaison between Brooklyn High School for Leadership and Community Service and the school's partnering community based organization, the Brooklyn Bureau of Community Service to support the school in providing students with the tools to achieve improved academic outcomes. Under supervision of the Assistant Principal and the overall direction of the Principal, the community assistant will support overall school functions including, but not limited to, outreach to families, monitoring student attendance, and the organizing special events.

Reports to: Principal/Assistant Principal

Key Relationships: Coordinates and develops activities to improve the school community, acting as a liaison between the Department of Education, and the Brooklyn Bureau of Community Service. The position requires positive professional relationships with the entire school community including the Principal, Assistant Principal, support staff, Community Based Organization employees, parents, teachers, and students.

RESPONSIBILITIES:

- Coordinates special events including, but not limited to, Transcript Night, Open School, and PTA meetings.
- Works with student interns in the Learn to Work program.
- Maintains and prepares data reports for the Community Based Organization under the supervision of the Principal/Assistant Principal.
- Supports DOE and CBO staff in parent outreach.
- Collaborates with teachers to support student activities.

QUALIFICATIONS

- Must have excellent communication skills and experience in collaborating effectively with co-workers.
- Able to effectively work under pressure, use independent judgment and produce a quality work product within tight time constraints.
- Ability to assist parents to resolve school related issues.
- Team player who able to work within the Community Based Organization partnership
- Highly organized with the ability to implement systems and follow-up processes.
- Good computer skills including Microsoft Office and Excel.

Salary: \$27,351+

Application: Please send cover letter and resume, no later than **November 30, 2009** to:

Janan Eways, Assistant Principal
Brooklyn High School for Leadership and Community Service
300 Willoughby Avenue
Brooklyn, NY 11205
718-638-3062

Fax: 718-638 -3404 | **E-Mail:** jeways@schools.nyc.gov

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

AN EQUAL OPPORTUNITY EMPLOYER

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