



**BROOKLYN GENERATION HIGH SCHOOL  
(18K566)  
COMMUNITY ASSISTANT**

**Position Summary:** Under general supervision, with latitude for independent initiative and judgment, performs responsible work pertaining to school community related programs. This includes interaction with students, teachers, supervisors, parents and local community members.

**Reports to:** Assistant Principal, Administration

**Key Relationships:** Provides and improves community services by performing liaison functions, including security and safety and improving communication between the school, community organizations and groups, and the individuals they represent and service.

**RESPONSIBILITIES**

- Provides and improves community services by performing liaison functions, including security and safety and improving communication between the school, community organizations and not-for-profit organizations such as faith based outreach centers, e.g., Christian Cultural Center & St. Paul's Baptist Church
- Participates in developing internships and mentoring programs, e.g., Exalt for paid internships and IMentor, an organization that pairs students with online mentors.
- Fosters partnerships and collaborations with organizations to provide additional recreation programs and special events e.g., Isetayo Cultural Arts Center.
- Works with faculty, students and families on the implementation of youth and non-academic and academic community projects, e.g., Common Justice, a peer mediation training for students involved in the justice system and IJustice, a restorative justice program for students who have perpetrated crimes. In this program they get to meet with victims and perform a restorative action in an attempt to make the victim whole.
- Works with school staff to enhance community involvement in academic and recreational after school programming.

**QUALIFICATIONS**

- High School Diploma preferred.
- Experience in community work in an area related to the duties described above.
- Experience working with families and parents in education and/or community issues.
- Excellent writing and community skills.
- Proficiency with Microsoft Office applications.

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

**Application:** Cover letter and resume must be submitted by **October 20, 2009**, to:

Brooklyn Generation High School  
6565 Flatlands Avenue  
Brooklyn, NY 11236  
Email: [TGrey@schools.nyc.gov](mailto:TGrey@schools.nyc.gov)

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