



**ASTOR COLLEGIATE ACADEMY (11X299)
COMMUNITY ASSISTANT**

Position Summary: Astor Collegiate Academy's vision is to provide students with the tools to achieve improved academic outcomes, which will ultimately lead them to become productive members of society as individuals and as citizens of our nation and world. Under supervision of the Assistant Principals and the overall direction of the Principal, performs responsible work in the areas of communication and outreach to families, parents and all community members. Works with the Parent Coordinator in assisting visitors to the school and assists in the maintenance of program records and communication.

Reports to: Principal/Assistant Principal

Key Relationships: Maintains positive professional relationships with the entire school community including the Principal, Assistant Principal, support staff, Parent Coordinator, parents, teachers and children as well as community partners.

RESPONSIBILITIES

- Visit city, state and federal local businesses, corporations and community-based organizations to solicit interest in participating in school internship-based programs in the following fields: nursing, dentistry, education, accounting, clothing design, interior decorating, food services, and restaurant management.
- Foster partnerships/collaborations with organizations to provide additional recreation programs and special events.
- Meet regularly to coordinate and communicate with responsible persons at each internship site in the neighboring community.
- Produce program and community event calendars.
- Maintain and prepare data reports to determine the effectiveness of the school's community engagement and outreach program.
- Work with Parent Coordinator to develop workshops to describe and apprise parents of the school's internship program.

QUALIFICATIONS

- Prior experience working with parents and children.
- 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 able to work with Parent Coordinator.
- 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 13, 2009** to:

Astor Collegiate Academy HS
925 Astor Avenue
Bronx, NY 10469
Fax: 718-944-3638
E-Mail: Rlobian@schools.nyc.gov

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

AN EQUAL OPPORTUNITY EMPLOYER

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