



**EAST NEW YORK ELEMENTARY SCHOOL OF EXCELLENCE
DISTRICT 19
COMMUNITY ASSISTANT**

East New York Elementary School of Excellence (ENYESE) is a new school that will open in September 2009 with grades Pre-Kindergarten to 3rd Grade and approximately 320 students. At ENYESE, we value the experiences of our students and their families and use those as the resource on which to build and connect new learning experiences. We provide our students with access to the support systems they need in order to excel socially and academically. The students, parents, staff, and community of ENYESE work collectively to create and sustain an environment where students and their families feel respected and empowered to pursue goals that are of personal significance. Each student who graduates from ENYESE will possess the knowledge, skills, and commitment to succeed in all academic endeavors and to make positive contributions to his or her community.

Position Summary: The Community Assistant works under guidance of the Principal in supporting ongoing community outreach efforts and developing new partnerships, as well as supporting the Parent Coordinator in parent support and outreach. While primary responsibility will focus on the development and maintenance of community partnerships, other responsibilities will include logistical support around community program planning, and managing/expanding the relationship with community-based organizations.

Reports to: Principal

Key Relationships: Maintains positive professional and effective working relationships with the entire school community, including students, parents, administrators, faculty, and community partners.

RESPONSIBILITIES

- Provides assistance to the Parent Coordinator, in outreach efforts to parents, and nearby community outreach programs.
- Acts as the first point of contact for all visitors from the school community to the school's main office, including parents and community groups.
- Proofreads, completes and disseminates documents from the Principal for submission to Community Based Organizations (CBOs).
- Prepares drafts for community outreach purposes and grant funding requests with the goal of increasing both community and financial support for the school.
- Prepares related correspondence, documents, and other forms of written communication for internal and external community outreach purposes.
- Provides in-house presentations to core school staff on how to best maintain rapport with school/community partners and CBOs.
- Maintains an effective working relationship between day school and after-school programs in the building.
- Recommends when to invite CBOs to meet and greet students and staff.
- Maintains schedule of visits/school calendar.

QUALIFICATIONS

- Experience in collaborating effectively with co-workers and demonstrated ability to follow-through on projects.
- Experience in working with various Community Based Organizations preferred but not required.
- Excellent writing and computer skills (Microsoft Office Word, Access, PowerPoint and Excel), as well as database management skills.

- Highly organized with the ability to implement systems and follow-up processes.
- Able to effectively work under pressure, use independent judgment and produce a quality work product within tight time constraints.

Salary: \$27,351+

Application: Please submit cover letter and resume, no later than **September 4, 2009**, to:

Judy Touzin, Principal
East New York Elementary School of Excellence
605 Shepherd Avenue
Brooklyn, NY 11208

or

Email: enyeschoolofexcellence@gmail.com

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

AN EQUAL OPPORTUNITY EMPLOYER

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