



**HARBOR HEIGHTS MIDDLE SCHOOL (06M349)
COMMUNITY ASSISTANT**

Position Summary: The Community Assistant will provide outreach for the community and the school. The person holding this position will support the school through a multitude of venues listed below. This will include community outreach with organizations such as Alianza Dominicana and the Washington Heights/Inwood Coalition.

Reports to: Principal

Key Relationships: Administration, parents and staff.

RESPONSIBILITIES

- Assist the Parent Coordinator in parent, family, and student outreach in the areas of extended day programming and parent education workshops.
- Provide on-going communications support for school and families.
- Provide on-going support to the instructional staff and student support team in planning and executing community and student events such as *Back-to School Night*, *Parent/Teacher Conferences* and *New Student Open Houses*.
- Support school personnel daily with translations and bilingual communications.
- Carry out other pertinent duties as assigned by supervisor.

QUALIFICATIONS

- Experience working in formal educational settings.
- Experience in collaborating effectively with co-workers and demonstrated ability to follow-through on projects within community.
- Ability to maintain careful records.
- Ability to effectively work under pressure, use independent judgment and produce a quality work product within time constraints.
- Bilingual English/Spanish preferred.
- Excellent interpersonal skills.

Salary: \$27,351+

Application: Cover letter and resume must be submitted by **October 29, 2009**, to:

Monica Klehr, Principal
Harbor Heights Middle School
306 Fort Washington Ave. Rm 414
NY, NY 10033
212 568-6052

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

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