



**MEYER LEVIN SCHOOL FOR THE PERFORMING ARTS  
INTERMEDIATE SCHOOL (18K285)  
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, parents, teachers, supervisors and local community members.

**Reports to:** School Principal

**Key Relationships:** Coordinates and develops activities to improve school-community relations and to improve and encourage community participation.

**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 local churches and Brooklyn College.
- Participates in developing internship and mentoring programs.
- Participates in a school-related development program.
- Supports after-school activities such as informing parents and the community of upcoming events and PA and Community Council meetings.
- Coordinates contact with parents and outside agencies to elicit their support and participation in school/community activities.
- Performs work in school community outreach programs and activities
- Performs support activities related to community assignment, e.g., filing, telephones and record keeping.

**QUALIFICATIONS**

- Experience in school/community work or school- centered activities in an area related to duties described above.
- Satisfactory record of attendance and punctuality.
- Demonstrated ability to work with students, parents, teachers and supervisors.
- Knowledge of school program objectives.
- Ability to communicate in a clear manner.

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

**WORK SCHEDULE:** 12 Month Position, Monday through Friday (as well as some Saturdays), 8:00 AM-4:00 PM

**Application:** Applications must be submitted by **October 2, 2009**, to:

Mr. Frederick Underwood, Principal  
Meyer Levin School for the Performing Arts – Intermediate School  
5909 Beverly Road  
Brooklyn, NY 11203  
Fax # (718) 451-0229  
Email: [FUnderw2@schools.nyc.gov](mailto:FUnderw2@schools.nyc.gov)

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

AN EQUAL OPPORTUNITY EMPLOYER

It is the policy of the Department of Education of the City of New York to provide educational and employment opportunities without regard to race, color, religion, creed, ethnicity, national origin, alienage, citizenship status, age, marital status, partnership status, disability, sexual orientation, gender (sex), military status, prior record of arrest or conviction (except as permitted by law), predisposing genetic characteristics, or status as a victim of domestic violence, sexual offenses and stalking, and to maintain an environment free of harassment on any of the above-noted grounds, including sexual harassment or retaliation. Inquiries regarding compliance with this equal opportunity policy may be directed to:

Office of Equal Opportunity, 65 Court Street, Room 923, Brooklyn, New York 11201, or visit the OEO website at <http://schools.nyc.gov/OEO>

Please Post