



**VICTORY COLLEGIATE HIGH SCHOOL
(18K576)
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

- Builds partnerships with Community Based Organizations and mentoring programs, e.g., Common Justice, Student Athlete Inc., Out of School Time (OST) program, and IMentor.
- Assists in planning and facilitating events and activities with the community partners to expand and enrich the academic and social life of the school.
- Interacts with other school staff to facilitate after school community activity programs.
- Establishes relationships with organizations and individuals interested in providing internships, scholarships, and grants to support individual students and school-wide initiatives. This includes local hospitals and corporations that provide internships to students.
- Supplies data analysis of school/student progress resulting from experience based learning and executive internships.
- Coordinates meetings with community members, staff and parents to evaluate the effectiveness of above mentioned programs.
- Attends parent and Community Education Council (CEC) meetings to engage and encourage parent base around external opportunities for students and families.

QUALIFICATIONS

- High School diploma.
- 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 8, 2009**, to:

Victory Collegiate High School
6565 Flatlands Avenue
Brooklyn, NY 11236
Email: welcometovictory@yahoo.com

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