



PUBLIC SCHOOL 36 COMMUNITY ASSISTANT

Position Summary: Community Assistant to facilitate communication amongst parents, school and community agencies such as Episcopal Social Services, Bright Beginnings After School Care Program, SoundView Mental Health Clinic, Rose Kennedy Evaluation Center and Glebe Mental Health Clinic. Performs related community assistance work

Reports to: Principal

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

RESPONSIBILITIES

- Provides ongoing assistance to the Parent Coordinator in support of outreach efforts to parents and nearby community outreach groups.
- Assists with correspondence, documents, and other forms of written communication for internal and external community outreach purposes.
- Provides office support and assistance to the Parent Coordinator such as filing and answering phones.

QUALIFICATIONS

- Prior experience working with parents and children.
- Must have excellent communication skills.
- 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.
- Good computer skills including Microsoft Office and Excel

Salary: \$27,351+

Application: Please fax cover letter and resume, no later than **August 27, 2009**, to:

Nilda Rivera – Fax: 718-239-6390

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

AN EQUAL OPPORTUNITY EMPLOYER

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