



**ASTOR COLLEGIATE ACADEMY (11X299)
COMMUNITY ASSISTANT**

Position Summary: Astor Collegiate Academy's vision is to provide students with the tools to achieve improved academic outcomes, which will ultimately lead them to become productive members of society as individuals and as citizens of our nation and world. Under the supervision of the Assistant Principals and the overall direction of the Principal, performs responsible work in the areas of communication and outreach to families, parents and all community members. Works with the Parent Coordinator in assisting visitors to the school and assists in the maintenance of program records and communication.

Reports to: Assistant Principal

Key Relationships: Maintains positive professional relationships with the entire school community including the Principal, Assistant Principal, support staff, 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 administrative support and assistance to the Parent Coordinator.
- Assists in preparing reports and evaluations and in maintaining records of all said programs that support parents and students.
- Helps in the distribution of supplies and in their replenishment for Astor day and evening programs.

Qualifications

- Prior experience working with parents and children.
- Must have excellent communication skills and experience in collaborating effectively with co-workers.
- 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.
- Highly organized with the ability to implement systems and follow-up processes.
- Good computer skills including Microsoft Office and Excel.

Salary: \$27,351+

Application: Please send cover letter and resume no later than **October 19, 2009**, to:

Astor Collegiate Academy
925 Astor Avenue
Bronx, NY 10469
E-Mail: Rlobian@schools.nyc.gov

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

AN EQUAL OPPORTUNITY EMPLOYER

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