



IS 187 (20K187)
CHRISTA MCAULIFFE INTERMEDIATE SCHOOL
COMMUNITY ASSISTANT

Position Summary: The Community Assistant will assist the Principal with a variety of community outreach activities focused on increasing parent involvement and improving school interactions, particularly with our Asian families. This includes interaction with various community groups including, but not limited to, parents, agencies providing medical and mental health services (Maimonides Hospital, ACMHS – Asian Community Mental Health Services), and other social services available to our school community.

Reports to: Principal

Key Relationships: School instructional and support staff, parents and students.

RESPONSIBILITIES:

- Provides communication interface with teachers, school administrators, students and community members in support of IS 187's mission of safety and academic achievement.
- Assists in the development of school and community networks to promote IS 187's mission.
- Performs support tasks related to community work such as filing, keeping records, and typing assignments; may answer telephones, make referrals, and take messages.
- Performs administrative support activities in connection with community and parent outreach assignments.
- Collaborates with parent coordinator to improve community relations.

QUALIFICATIONS

Requirements

- Experience in youth development, education, public safety, community development or a related area.
- Good oral and written communication skills.
- Ability to understand and be understood in English, Cantonese or Mandarin preferred.
- Ability to use computer software to produce written communications in English and Chinese (traditional and simplified).
- Basic computer skills, including Windows Office applications.

Salary: \$27,351+

Application: Apply with resume and cover letter to:

Mr. Justin Berman, Principal
IS 187 Christa McAuliffe Intermediate School
1171 65 Street
Brooklyn, NY 11219
Email: JBerman3@schools.nyc.gov

Please indicate Community Assistant in the subject line.

Applications will be accepted through **September 3, 2009**.
NOTE: The filling of all positions is subject to budget availability.

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