



**THE BRONX CENTER FOR SCIENCE AND MATHEMATICS
A MAGNET SCHOOL (09X260)
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: School Principal and AP-Organization

Key Relationships: Coordinates activities to improve school-community relations and to improve and encourage participation from the community.

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 SOBRO, local churches, Build On, and Lehman College.
- Participates in a school-related community development program.
- Facilitates and 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 and group recreation activities.
- Elicits support and participation in parent/community activities.
- Performs work in school community outreach programs and activities.

QUALIFICATIONS

- High school graduation or equivalent.
- 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.
- Demonstrated proficiency in working with computer applications.
- Bilingual in Spanish and English, preferred.

Salary: \$27,351

Work Schedule: 12 Month Position, Monday through Friday (as well as some Saturdays), 7:30 AM-3:30 PM

Application: Applications must be submitted by Friday, September 18, 2009, to:

Mr. Edward Tom, Principal
Bronx Center for Science and Mathematics
1363 Fulton Avenue
Bronx, New York 10456
Fax # (718) 590-1052
ETom2@schools.nyc.gov

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

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