



**FELISA RINCON DE GAUTIER INSTITUTE FOR
LAW AND PUBLIC POLICY (08X519)
COMMUNITY ASSISTANT**

Position Summary: The Community Assistant supports the Parent Coordinator and other support staff in parent and student outreach and works with partnered Community Based Organizations as well as in house programs in supporting and providing students with the tools necessary to become successful individuals in and out of their community. Our mission is to provide students with the tools necessary for academic success. Under direct supervision, the community assistant assists in carrying out assigned tasks to provide necessary and important community service related work.

Reports to: Assistant Principal

Direct Reports: N/A

Key Relationships: Maintains positive professional relationships with the entire school community, including students, parents, administration, faculty, and community partners. Liaises with community organizations: including PBIS (Positive Behavior Interventions and Supports), BICSEP (Bronx Initiates Small Schools Character Education Program), CTE Law Academy, American Cancer Society, Bronx Borough President's Office, and the Merchants of Soundview.

RESPONSIBILITIES:

- Conducts community outreach to enhance the PBIS program.
- Conducts workshops for parents and students to promote awareness on PBIS character education, CTE law academy and other educational programs.
- Facilitates a non profit organization fair for students and parents.
- Performs outreach to the community to collect donations and incentives to support school programs.
- Assists in preparing reports, evaluations and correspondence and in maintaining records of all said programs that help support parents and students.
- Helps in the distribution of supplies and their replenishment for the PBIS and Character Education programs.
- Assists the guidance department and internship sites to establish and maintain appropriate placement and student involvement in internship programs.
- Facilitates the mandated service initiative project which can include but not be limited to the cancer awareness walk, recycling program, volunteer peer tutoring program, and other educational community service programs.

QUALIFICATIONS:

- High School diploma.
- Experience in collaborating effectively with co-workers and demonstrated ability to follow through on projects.
- Good computer skills (Microsoft Word, Excel).
- Highly organized.
- Able to effectively work under pressure, use independent judgment and produce quality work within time constraints.

Salary: \$27,351+

Application: Please fax or email resume and cover letter, no later than **September 28, 2009**, to:

Felisa Rincon De Gautier Institute for
Law and Public Policy
Fax: (718) 860-5081
Email: RSalcedo@schools.nyc.gov

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

AN EQUAL OPPORTUNITY EMPLOYER

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