Department of Education

ACADEMY FOR SOFTWARE ENGINEERING (02M546)
COMMUNITY ASSISTANT

Position Summary: Under the supervision of the Principal and/or Assistant Principal, with some latitude for independent initiative and judgment, performs work pertaining to programs that increase student, family and community engagement. He/she works closely with and assists the Principal and/or Assistant Principal, and related support staff to ensure smooth and efficient functioning of programs designed to promote and support the school's goals related to community engagement and relations, including outside organizations. Performs related work.

Reports to: Principal

Key Relationships: Maintains positive professional relationships with the entire school community, including students, parents, administration, faculty and community partners such as iMentor, College Now, and CSNYC Foundation.

RESPONSIBILITIES

- Assists in school based programs that promote student engagement, parent involvement and community outreach.
- Assists in the ongoing enhancement of community programs developed to provide services to students.
- Assists in planning student activities including after school activities and college visits.
- Provides assistance to the Principal and other school staff in support of outreach efforts to the community.
- Provides support for after school performances or community engagement activities.
- Participates in projects designed to increase engagement, opportunity and success for students, families, and the school community.
- Improves and encourages participation in school-related community development programs.
- Serves as a school liaison to community groups for school based community events.
- Helps produce school program and community event calendars.
- Assists in the outreach to software companies in securing work-based learning opportunities for students.
- Provides support to the Principal and Work-Based Learning Coordinator in securing and cultivating internship and job shadowing experiences for students.

Qualification Requirements:

- High school diploma or its educational equivalent preferred.
- Must be able to understand and be understood in English.
- Excellent communication, organizational, interpersonal and problem-solving skills.
- Experience working with families and parents on education and/or community issues.
- Experience in an area related to the duties described above.
- Familiarity with the New York City public school system.
- Familiarity with Microsoft Office applications.
- Familiarity with Google applications and systems.
- Experience with community outreach and cultivation of partnerships.

Work Schedule: This is a 12 month **35** hour per week annual assignment. Position will require flexibility with respect to work hours in order to meet the needs of the school community, including early mornings, evenings and weekends. Use of earned vacation and/or compensatory time is subject to approval of the school principal.

Salary: $30,198

Application: Please send cover letter and resume, no later than **September 19, 2016**, to:

Yvonne Williams
40 Irving Place, NY, NY 10003
Email: ywilliams@afsenyc.org | Fax: 212-253-3289

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

AN EQUAL OPPORTUNITY EMPLOYER

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