Department of Education

FRANKLIN DELANO ROOSEVELT HIGH SCHOOL (20K505)
COMMUNITY ASSISTANT (BILINGUAL CHINESE)

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: Assistant Principal

Key Relationships: Maintains positive professional relationships with the entire school community, including students, parents, administration, faculty and community partners such as Chinese Planning Committee and the Jewish Board.

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.
- Coordinate the organization of medical forms and blue cards.
- Coordinate transports to hospitals.
- Accompany students as necessary.
- Provide outreach to parents regarding outstanding medical issues.
- Support CATCH program – (Connecting Adolescence To Comprehensive Health Program for Reproductive Services).
- Provide over the phone and in person translations to parents for outstanding medical issues and needs.

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.
- Must be able to understand and be understood in Chinese.

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: $29,318+

Application: Please send cover letter and resume, no later than **July 6, 2016**, to:

Melanie Katz
Email:mkatz10@schools.nyc.gov | Fax: 718-232-9513

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

AN EQUAL OPPORTUNITY EMPLOYER

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