Department of Education

EAST-WEST SCHOOL OF INTERNATIONAL STUDIES (25Q281)
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 Holly Civic Association, NAACP, Korean Society, Japan Foundation, Hodori/Korean–American Family Center and New Visions.

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 strategies to improve attendance.
- Collaborate with various staff members (Attendance Teacher, School Aides, and Student Aides) to organize and administer the delivery of services to students.
- Translate for non-English speaking parents where necessary.
- Translate English newsletter and website into Chinese or Spanish.
- Attend PTA meetings to assist parents.

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.
- Bilingual with Spanish, Urdu, Korean or Chinese languages.
- Satisfactory record of attendance and punctuality.
- Familiarity with ATS, HSST, Skedula.
- Knowledge of school program objectives.

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 **March 18, 2016**, to:

Email: BSherma2@schools.nyc.gov

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

AN EQUAL OPPORTUNITY EMPLOYER

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