



**JOHN STEPTOE PK-8 SCHOOL (17K181)  
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, parents, teachers, supervisors and local community groups such as Beacon, Camba, Flatbush Guidance Center, Flatbush Haitian Center and Boys and Girls Club of Brooklyn members.

**Reports to:** School Principal

**Key Relationships:** Coordinates and develops activities to improve school-community relations and to improve and encourage community participation.

**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 local churches, Camba, Beacon and Brooklyn College.
- Works closely with the Parent Coordinator in order to serve a larger community of parents to foster greater collaboration between the parents and the school community.
- Participates in developing internship and mentoring programs.
- Participates in a school-related development program.
- 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 activities (Beacon, Camba, Flatbush Guidance Center, Flatbush Haitian Center, Boys and Girls Club of Brooklyn, Big Brothers and Sisters of New York City and Brooklyn Park Champions of Youth).
- Performs work in school community outreach programs and activities
- Assist school staff with at-risk students to help avoid suspensions by working directly with various community groups and outreach programs in the community.
- Performs support activities related to community assignment, e.g., filing, telephones and record keeping.

**QUALIFICATIONS**

- 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.
- Ability to communicate in a clear manner.

**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 **October 19, 2009**, to:

Dr. Lowell Coleman, Principal  
John Steptoe PreK-8 School  
1023 New York Avenue  
Brooklyn, NY 11203

Fax # (718) 284-5053 | Email: [LColeman@schools.nyc.gov](mailto:LColeman@schools.nyc.gov)

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

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