



**P.S. 399K – THE STANLEY EUGENE CLARK SCHOOL (17K399)
COMMUNITY ASSISTANT**

Position Summary: PS 399, The Stanley Eugene Clark School is seeking a highly motivated individual who is committed to developing relationships and partnerships with community-based organizations including such groups as the Boys and Girls Club of America and The Brownsville Recreation Center. The Community Assistant will support the school's efforts to increase student participation in school based academic programs, after-school and extracurricular Activities.

Reports to: Principal and Assistant Principal

RESPONSIBILITIES

- Proactively builds partnerships with institutions and organizations promoting enrichment programs.
- Assist in the organization and coordination of School-wide enrichment activities such as The Learn To Swim Program.
- Work in collaboration with the Administration to support community partnerships.
- Organize after-school activities, school trips, and schoolwide events such as Career Day.
- Promote educational awareness through various schoolwide activities and publications.
- Assist the Assistant Principal with special community related projects such as our partnership with the Boys and Girls Club and The Brownsville Recreation Center.

QUALIFICATIONS

- High School graduate or equivalent preferred.
- Experience in community centered activities in the area related to the duties described above.
- Excellent written and oral communication skills.
- Ability to manage multiple tasks simultaneously.
- Proven experience working with the various Community Based Organizations.
- Strong interpersonal skills.
- Demonstrated ability of working successfully with students
- Knowledge of ATS and Windows Excel

NOTE: Must be able to work a flexible schedule to include evening and week-end activities.

Salary: \$27,351+

Application: Please send a cover letter and resume, no later than **November 5, 2009**, to:

Marion J. Brown, Principal
P.S. 399K – The Stanley Eugene Clark School
2707 Albemarle Road
Brooklyn, NY 11226
Fax # 718-712-1598

OR Email to: mbrown3@schools.nyc.gov

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

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