



**ARCHIMEDES ACADEMY FOR MATH, SCIENCE
AND TECHNOLOGY APPLICATIONS (08X367)
COMMUNITY ASSISTANT**

Position Summary: Community Assistant position will focus on the development and maintenance of community relationships in the areas of community outreach to families, parents, and community members. The position also supports the Parent Coordinator and other support staff with parent/student outreach.

Reports to: Principal

Key Relationships: Maintains positive professional relationships with the entire school community, including students, parents, and administration, faculty and community partners. Liaises with Vision Education, YMCA, Bronx Ensemble, Penny Harvest, Bronx Borough President's Office, Councilman's Office, Assemblyman's Office, and local merchants.

RESPONSIBILITIES

- Provides ongoing assistance to the Parent Coordinator in support of outreach efforts to staff, parents, and students with nearby community outreach programs.
- Serves as liaison between day-school and after-school programs in the building
- Receives training in and performs auxiliary work for community development programs.
- Assists with activities related to outreach with the goal of increasing both community support for the school.

QUALIFICATIONS

- High School diploma preferred.
- Experience in collaborating effectively with co-workers and demonstrated ability to follow through on projects with the community.
- Good computer skills.
- Highly organized.
- Able to effectively work under pressure, use independent judgments and produce a quality work product within tight time constraints.
- Team player able to work with Parent Coordinator.

Salary: \$27, 351+

Application: Cover letter and resume must be submitted by **October 27, 2009** to:

Ms. Miriam Lazar, Principal
Archimedes Academy of Math, Science, and Technology Applications
456 White Plains Road
Bronx, NY 10473

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

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