



## BARD HIGH SCHOOL EARLY COLLEGE QUEENS (24Q299) COMMUNITY ASSISTANT

**Position Summary:** Under general direction, with latitude for independent initiative and judgment, the Community Assistant performs work to foster and support ongoing community outreach to parents and families, to community organizations and leaders interested in learning about and/or supporting the school's educational mission, and to prospective students and middle schools. As the first point of contact for all visitors to the main office at BHSEC Queens, the Community Assistant must be aware of and able to effectively communicate the school's mission, policies and procedures; he or she works closely with and assists the Principal, Assistant Principal, Parent Coordinator, Dean of Administration, and Admissions Coordinator in assuring the smooth and effective functioning of the school. Performs related work

**Reports to:** Assistant Principal

**Key Relationships:** Maintains positive professional relationships with the entire school community, including parents, students, administration, faculty, as well as with members of the larger educational community interested in the school.

### RESPONSIBILITIES

- Acts as a primary point of contact for all visitors to the Main Office at BHSEC Queens.
- Provides assistance to the Parent Coordinator and to the Director of Admission in outreach to the school community.
- Supports attendance efforts by communicating with families at the request of the Assistant Principal and the Attendance Committee.
- Supports the school's efficient delivery of services to students by collecting and/or distributing Blue Cards, Lunch Forms, Metro Cards, Meal Tags, locker assignments, and by organizing student files.
- Assists with scheduling and hospitality for visits to the school; in collaboration with the Assistant Principal and the Payroll Secretary, maintains schedule of visits and school calendar.
- Assists with the preparation of documents designed to increase both community and financial support.
- Prepares correspondence, documents, posters, notices, and other forms of written communication.

### Qualification Requirements

- High School Diploma preferred.
- Experience working in an office or educational setting.
- Demonstrated ability to plan, manage and complete assigned tasks and projects.
- Ability to recognize where advice or supervision is needed and willingness to seek it.
- Ability to work under pressure, use independent judgment, and complete a job effectively within tight constraints.
- Computer skills, including knowledge of Microsoft Office.
- Ability to collaborate effectively with co-workers and to establish a welcoming and positive professional atmosphere in dealing with all community members.

### Preferred:

- Knowledge of ATS, CAAS and ARIS.
- Familiarity with Department of Education policies and procedures.
- Some college experience.
- Fluency in Spanish and ability to assist in communicating with families where that is the first language.

**Salary:** \$27,351+

**Application:** Please send cover letter and resume, no later than **March 12, 2010**, to:

Valeri Thomson, Principal  
3020 Thomson Avenue  
Long Island City, NY 11101  
Email: [thomson@bard.edu](mailto:thomson@bard.edu)

### AN EQUAL OPPORTUNITY EMPLOYER

It is the policy of the Department of Education of the City of New York to provide educational and employment opportunities without regard to race, color, religion, creed, ethnicity, national origin, alienage, citizenship status, age, marital status, partnership status, disability, sexual orientation, gender (sex), military status, prior record of arrest or conviction (except as permitted by law), predisposing genetic characteristics, or status as a victim of domestic violence, sexual offenses and stalking, and to maintain an environment free of harassment on any of the above-noted grounds, including sexual harassment or retaliation. Inquiries regarding compliance with this equal opportunity policy may be directed to: Office of Equal Opportunity, 65 Court Street, Room 923, Brooklyn, New York 11201, or visit the OEO website at <http://schools.nyc.gov/OEO>

Please Post