



**P.S. 277 (07X277)  
COMMUNITY ASSISTANT**

**Position Summary:** The primary focus of this position is on the development and maintenance of community relationships. The Community Assistant supports the Parent Coordinator in parent outreach and works with our partnered Community Based Organizations in supporting the many partnerships we have cultivated with various organizations in the community including Saint Mary's Park and East Side Settlement. 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.

**RESPONSIBILITIES**

- Provides assistance to the Parent Coordinator in support of outreach efforts to the community.
- Assists in improving community services by performing liaison functions among or between city agencies, community organizations and groups, and the individuals they represent and violence prevention, and liaison between students and parents and community organizations.
- Assists in preparing reports, evaluations and correspondence, and maintaining communication with key community partners.
- Provides in-house presentations to core school staff in ways to best maintain rapport with school/community partners and Community Based Organizations.
- Performs support activities related to community assignment, e.g., filing, telephones and record-keeping.
- Coordinates contact with parents and outside agencies to elicit their support and participation in school/community activities.

**QUALIFICATIONS REQUIREMENTS**

- High school diploma preferred.
- Experience in community work in an area related to the position.
- Excellent writing and communication skills.
- Excellent writing and computer skills (Microsoft Office Word, Access, PowerPoint and Excel), and database management skills.
- Highly organized with the ability to implement systems and follow-up processes.
- Able to effectively work under pressure, use independent judgment and produce a quality work product within tight time constraints.

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

**Application:** Please send cover letter and resume, no later than **March 16, 2010**, to:

Cheryl Tyler, Principal  
PS 277  
519 St. Ann's Avenue  
Bronx, NY 10455  
Fax (718) 292-3630

**OR** via E-mail to: [ctyler@schools.nyc.gov](mailto:ctyler@schools.nyc.gov)

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

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