



**ISAAC BILDERSEE
INTERMEDIATE SCHOOL (18K068)
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 members. The Community Assistant will work with the Parent Coordinator in facilitating many parent/community events, e.g., quarterly awards ceremonies and parent teacher conferences. Performs related work.

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 and Brooklyn College.
- Participates in developing internship and mentoring programs.
- Participates in a school-related development program, e.g., an outreach program that builds gang awareness and teaches violence prevention to targeted students who are deemed at risk. This program will call upon community organizations such as the local police precinct to work with families to address gang related issues.
- 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.
- Performs work in school community outreach programs (BEACON, CAMBA and CHAMPS) and activities.
- Performs support activities related to community assignment, e.g., filing, telephones and record keeping.
- Support parents and students in conflict resolution/management.

QUALIFICATIONS

- High School diploma preferred.
- 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-3:30PM

Application: Applications must be submitted by **March 22, 2010** to:

Mr. Merve Williams, Principal I.A.
Bildersee Middle School 68
956 East 82nd Street
Brooklyn, NY 11236

Phone (718) 241 4800 x1600 | Fax (718) 241-5582 | Email: Mwillia24@schools.nyc.gov

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

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