



**REPERTORY COMPANY HIGH SCHOOL (02M531)
COMMUNITY ASSISTANT**

Position Summary: Under general direction, and with some latitude for independent initiative and judgment, the Community Assistant will provide outreach for the community and the school. The person holding the position will support the school through a multitude of venues listed below. Performs related work

Reports to: Principal

Key Relationships: Maintains positive professional relationships with the entire school community, including students, parents, and administration, faculty, and community partners.

RESPONSIBILITIES

- Provide assistance in outreach efforts to primary partners, including but not limited to: Enact, Roundabout Theatre Company, LEAP, Carnegie Music Hall, Metropolitan Opera, and the American Ballet Theatre.
- Coordinate program planning and execution for parent involvement/CBO showcases with school administration.
- Support in the collection and distribution of documents and other forms of written communication for the Community Based Organizations.
- Assist in parent involvement in the school by working closely with Parent Coordinator, Guidance Counselors and community organizations.
- Assist in outreach to engage parents in their children's education.
- Assist in organizing events to increase parental and community involvement and create a welcoming school environment to parents such as Career Day, Student Performance, etc.

Qualification Requirements:

- Associates Degree preferred but not a requirement.
- Satisfactory record of attendance and punctuality.
- Demonstrated experience working for or with community organizations specializing in the Arts.
- Ability to collaborate effectively with co-workers and follow-through on projects within the community.
- Highly organized; superior writing, and communication abilities.
- Experience using NYCDOE portals such as ARIS, HSST, ATS is preferred.
- Knowledge of Microsoft Office Suite (Word, Excel, PowerPoint) is preferred.
- Able to successfully work under pressure, use independent judgment, and produce high quality work products within tight time constraints.

Salary: \$27,351+

Application: Please send cover letter and resume, no later than **February 25, 2010**, to:

Mr. Michael T. Mehmet, Principal
123 West 43rd Street
New York, New York 10036
Or
Email: mmehmet@schools.nyc.gov

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

AN EQUAL OPPORTUNITY EMPLOYER

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