



**THE ACADEMY OF TALENTED SCHOLARS
P.S. 682K (20K682)
COMMUNITY ASSISTANT**

School Description: The Academy of Talented Scholars is a school that is dedicated to academic, social and emotional excellence through best practices in education. Our goal is to nurture our students' personal interests and talents, instill a passion for lifelong learning, while inspiring all students to become productive and conscientious citizens. In addition, all of our students will be immersed in a creative and differentiated learning environment that will include the Schoolwide Enrichment Model, Technology and the Arts.

Position Summary: The Community Assistant will team up and collaborate with administration and all office personnel toward all community based projects and programs as they relate to the school and its educational mission. Furthermore, the Community Assistant will act as a liaison between the school and the community to ensure the security, safety and well being of our entire student body.

Reports to: Principal

Key Relationships: Administration, community partners, teachers, students and families of the TAOTS community.

RESPONSIBILITIES

- Collaborates and assists in all aspects of school fundraising events throughout the year.
- Participates in setting up and organizing volunteer programs, such as the Learning Leaders.
- Works with faculty, students and families on the implementation of youth and non-academic and academic community projects, e.g., PTA, PTC, Harvest, Winter, Spring Festival, Literacy and Math night.
- Effectively uses school website to communicate all school updates and important happenings.
- Builds relationships and collaborates with community based partners, administration and staff to coordinate, plan and assist in organizing school wide projects, e.g., Brooklyn Arts Exchange, Brooklyn Conservatory, Studio in a School, Enrichment Clusters, performances and other aspects of our Schoolwide Enrichment Model.
- Assists with the coordination of programs that provide important community services such as setting up a community based visitor program with the NYPD and the NYC Fire Department. Other initiatives include health, safety and nutrition.
- Works closely with school staff on planning in-school programs providing important school/community information, e.g., Curriculum Nights/Open House programs, Tours and welcome events. Works with school staff to plan and publicize TOATS community classes for parents and students.
- Aids the school staff to enhance community involvement in academic and recreational after school programming. Serves as liaison to our after school program.
- Leads and gives school tours.

QUALIFICATIONS

Minimum Requirements

- High School Diploma preferred.
- Experience in community work in an area related to the duties described above.
- Experience working with families and parents in education and/or community issues.
- Excellent writing and communication skills.
- Proficiency with Microsoft Office applications.

Salary: \$ 27,351+

Application: Roles in small schools are varied and complex and serious consideration will be given to applicants who demonstrate, through their resume and cover letter, experience and/or willingness to become involved in the essential aspects of this position: Please send cover letter and resume no later than **November 9, 2009**, to:

Josephine Sportella-Giusto, Principal
The Academy Of Talented Scholars
Brooklyn, NY 11204
Email: Jsportellagiusto@schools.nyc.gov
Fax: 621-5735

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

AN EQUAL OPPORTUNITY EMPLOYER

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