



**THE ACADEMY OF TALENTED SCHOLARS
(TAOTS)
P.S. 682K
COMMUNITY ASSOCIATE**

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 Associate will collaborate closely with administration toward the planning, implementation, coordination, monitoring and/or evaluation of community development programs as they relate to the school and its educational mission by: identifying and creating opportunities for inter-school community development projects; coordinating community service projects between students, parents, and charitable organizations; and developing and coordinating events to foster community involvement within the school population.

Reports to: Principal

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

RESPONSIBILITIES

- 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 these essential aspects:
- Work with faculty, students and families on the implementation of youth and non-academic and academic community projects, e.g., Harvest, Winter and Spring Festival; Literacy and Math night.
- Build relationships and collaborate with community based partners, administration and staff to coordinate, plan and assist in organizing school wide projects, e.g., Enrichment Clusters, performances and other aspects of our Schoolwide Enrichment Model.
- Coordinate programs providing important community services.
- Act directly as the long-term coordinator of a specific community development program related to the school's theme, The Schoolwide Enrichment Model.
- Work 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.
- Work with school staff to plan and publicize TOATS community classes for parents and students.
- Work with school staff to enhance community involvement in academic and recreational after school programming.
- Serve as liaison to the after school program.
- Participates in the coordination of tours including advertising to families; training for tour guides; coordinating presentations; organizing tour groups; assisting teachers; and preparing students on tour days on how to best represent TAOTS to the school community-at-large.

QUALIFICATIONS

Minimum Requirements

1. Two years of experience in community work or community centered activities in an area related to the duties described above; or
2. High school graduation or equivalent and six years of experience in community work or community centered activities in an area related to the duties as described above; or
3. Education and/or experience which is equivalent to "1" or "2" above. However, all candidates must have at least one year of experience as described in "1" above.

Preferred

- Selected candidate must be an excellent communicator.
- Ability to be a collaborative community partner as well as being a team leader.
- Must be self directed and motivated. Able to think outside the box and be creative.

Salary: \$32,237+

Application: Please send cover letter and resume no later than **September 24, 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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