



**Position:** Tax Levy Community School Associate (full-time)

**Organization:** After-School All-Stars New York

**Office Location:** Brooklyn, NY

**Pay:** \$50-60K Per Year

### **ORGANIZATION BACKGROUND:**

After-School All-Stars (ASAS), founded by Arnold Schwarzenegger in 1992, is one of the leading national after-school program providers in the country. With a special focus on the middle school age group, our cost-free, comprehensive school-based programs include Academic Readiness, Career Exploration, STEM, Wellness/Social Emotional Learning, and the Arts to help build the knowledge and skills children need to succeed, both in school and in life. ASAS reaches more than 80,000 youth in over 400 school sites in 19 chapters across the U.S.

### **A UNIQUE OPPORTUNITY:**

The **Community School Associate** (CSA) will initiate, facilitate, and maintain programs and strategies that are aligned with the school's vision and mission, as well as youth and community development goals. The CSA will develop and promote resources that support academic achievement for students, increase the health and well-being of students and families, enhance community and individual assets, meet critical human service needs, and promote long term community solutions. A central component of the Community School approach is the integration and alignment of school- and community-based services throughout an expanded learning day (such as health, behavioral health, counseling and academic enrichment). Critical to ensuring this alignment and coordination is a full-time staff person in the school building – the Community School Associate reporting to the Community School Director (CSD).

### **SALARY AND BENEFITS:**

The salary for this position ranges between \$50-60K per year (commensurate with qualifications and experience of the individual candidate). ASAS promotes a healthy work/life blend and offers a competitive benefits package, including medical, dental, vision, a 403b match, 18+ days of paid time off, flex time, and 17 paid holidays.

ASAS is an equal opportunity employer. We encourage people of color, candidates of diverse backgrounds/lived experiences, and residents of the communities we serve to apply.

### **SPECIFIC RESPONSIBILITIES:**

#### **School Partnership-Building:**

- Work with the CSD and school leadership to conduct an annual comprehensive needs assessment.
- Collaborate with the CSD in building leadership, providing coordination for the strategy across different entities within the school, and aligning the work of partners with the school's mission and vision.
- Ensure the use of continuous improvement tools that focus on data review, intervention results, and track progress of student achievement.
- Support the CSD in organizing and facilitating **monthly** Community School Team (CST) Meetings which support the development of the school's Community School Plan and/or community school components of school's Comprehensive Educational Plan (CEP), and oversee the plan's implementation.
- Develop strong relationships with parents, students, school community (administrators, teachers, non-teaching staff, parent coordinator, PTA, community members), and community partners, ensuring that all key stakeholders understand what a community school is and how it supports student achievement.

- Co-manage partnerships to ensure that ongoing programs are effective, seamlessly integrated into the school's workings, and sustainable; broker new partnerships aligned with school goals and needs.
- Attend community-related events such as: Community Education Council meetings, local police precinct community council meetings, and community board monthly meetings.

### **Expanded Learning Time (ELT):**

- Work with the CSD, School Leadership Team (SLT), teachers and partner agencies to integrate expanded learning and enrichment activities before, during, or after the school day.
- Support and co-manage integrated services such as leadership opportunities, extracurricular activities, including lunchtime enrichment clubs and after-school clubs based on student interests.
- Build relationships and mechanisms to effectively link the school day to expanded learning activities.
- Assist the school in identifying outside providers, partners, and vendors for ELT as necessary.

### **Attendance Improvement:**

- Serve as a member on school's attendance team, including (but not limited to) using the New Visions data tools for tracking and coordinating student interventions. Assist with data collection and research, and prepare relevant data to bring to meetings.
- Co-facilitate school attendance team meetings to design and implement programs to decrease absenteeism.
- Track enrollment and participation data for all programs.
- Work with the CDD to implement strategies to increase enrollment in the school.
- Support and collaborate with all stakeholders during the assets and needs assessment process, seeking input from teachers, school staff, parents and students to determine ongoing needs of students and families. Identify high need students, coordinate with teachers to target interventions, and track and monitor impact of interventions.

### **Family Engagement Support:**

- Work with the CSD, Principal, SLT, and Parent Coordinator to implement a transformative model of family engagement that creates strong school-to-home partnerships for learning.
- Support and lead special events that promote family engagement
- Assist in branding and marketing the school to the greater community.

### **Coordination of Social Services:**

- Serve as a secondary contact for coordinating vision screenings, behavioral health services and physical health services with the Office of Community Schools.
- Support the implementation of the school needs assessment and community assets identification process in support of the community school strategy.
- Identify local community resources and broker new partnerships that are aligned with school goals and needs.
- Serve as a supporting contact for programs and services, including the communication and coordination of activities.

### **Grants & Budgets**

- Maintain up-to-date records and required grant paperwork for all programs including agreements for all partners and vendors and student attendance.
- Support subcontractors in completing subcontract agreements as required for grant and budget management.
- Participate in grant-seeking and other fund development activities.

### QUALIFICATIONS & SKILLS REQUIRED:

The **Community School Associate** should embody ASAS's core values: *accountable, collaborative, transparent, proactive, and entrepreneurial*. The successful candidate will be extremely organized and detail oriented have strong communication skills, and be capable of managing multiple priorities and deadlines.

- Bachelor's Degree required.
- Bi-lingual skills may be needed depending on needs of school.
- Minimum 3-years professional experience.
- Ability to work effectively with school aged youth, educators, families, and communities from a wide range of cultural, social and economic backgrounds.
- Experience working in school-based settings, with knowledge about tenants of community organizing, student support services, and youth development theories.
- Ability to work collaboratively, with strong relationship building skills.
- Experience in program management and coordination.
- Knowledge of New York City neighborhoods.
- DOE fingerprinting and background clearances. (Required)
- Experience with Microsoft Office, including Excel, preferred.
- Experience working with school age children and families from Title I communities preferred.

### HOW TO APPLY:

- 1) Please submit your resume & cover letter via e-mail to NY Operations **nyoperations@afterschoolallstars.org**
- 2) Please put "Tax Levy Community School Associate, ASAS New York" and your last name in the subject heading
- 3) Please submit all application materials in PDF format

**To learn more about ASAS, please visit our website:**

[www.afterschoolallstars.org](http://www.afterschoolallstars.org)