



**SOUTHWEST
BALTIMORE**
CHARTER SCHOOL

**SOUTHWEST BALTIMORE CHARTER SCHOOL
Middle Grades Director
SY22**

The Vision of Southwest Baltimore Charter School (SBCS) is to produce thinkers ready to navigate our world.

The Mission of SBCS is to create extraordinary learning experiences that inspire the thoughtful, courageous, compassionate citizen in every child.

SBCS is a thriving PK-8 public charter school in the heart of Baltimore City. Open for 16 years, SBCS sits on Carroll Park and serves a diverse group of 425 students. The staff at SBCS aims to provide every child exactly what they need, when they need it, so that they become lifelong learners and happy, engaged citizens. Our approach to providing a customized learning model, with an emphasis on developing student thinking, creativity, and leadership, is designed so that children can move at their own best pace. We strive to meet the social-emotional needs of children while helping them achieve academic excellence. We believe treating one another with kindness and creating a needs-satisfying environment for all students and staff is essential to creating an optimal learning environment.

We are in search of a dynamic Middle Grades Director. We are seeking a leader with the ability to coach, guide, direct, and inspire, while working in a collaborative, collective leadership environment. The Middle Grades Director will lead and support a group of staff in grades 5-8, in partnership with the Principal, Elementary Grades Director, Director of Climate and Culture, Director of Student Support, Director of Social Emotional and Mental Health, Team Leads and the Executive Director.

General Responsibilities

Provides technical, administrative, and instructional support in the planning, development, and administration of academic and instructional programs in the Middle Grades:

- Functions as an educational professional with focus on providing professional guidance and support to staff and teachers
- Provides professional, technical and administrative assistance to administrators, teachers and staff in areas related to the implementation of instructional or student support programs.
- Assists in the implementation and support of new and existing initiatives and standards that provide for quality instruction, effective student services, and improved school operations
- Assists in providing guidance and support to instructional staff
- Assists in coordinating and facilitating specific instructional and/or student support programs and projects as assigned



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- Plans and implement professional development for staff
- Analyzes and uses student data to improve instructional practices
- Assists in monitoring and evaluating specific programs and activities.
- Works with Administrative Team and Principal to ensure compliance with policies, procedures, and requirements
- Performs all duties in compliance with equal employment and nondiscrimination policies; follows federal laws, state laws, school board policies and professional standards
- Works with Principal to provide meaningful, actionable feedback to teachers
- Supports teachers in their growth and understanding of the developmental needs, gifts, and opportunities of students in grades 5-8.
- Supports the implementation of assessments (The Common Core and PARCC, iReady, and classroom-based assessments).
- Serves as the Principal's special education designee throughout the IEP and SST meeting process.
- Knows special education law and be an informed voice at the table for all 5-8 students
- Partners with the IEP Chair and special educators to ensure effective implementation of IEP services and compliance with local, state and federal policy
- Schedules, supports, and manages remediation and extension opportunities for students.
- Participates fully in the student support process.
- Communicates, troubleshoots, and builds healthy relationships with parents.
- Creates daily schedules in collaboration with the Administrative Team.
- Supports effective collaborative team planning structures that support the school's Work-Plan, School Performance Plan, and other schoolwide goals
- Collaborates around the revision of materials and structures that guide our work (such as curriculum maps, Crew guides, grading policies, etc.)
- Serves as an ambassador for the school, both on-site and out in the community.
- Partners with the principal at times to market and/or explain the school design, philosophy, and program to families, funders, and other stakeholders.
- Assists in developing grant proposals, implementing grant programs, and reporting grant activities as necessary
- Takes on additional responsibilities as assigned.

Philosophical Underpinnings

The applicant must understand and embrace SBCS's philosophical approach to learning and leading:

- Helping students learn and grow is always at the center of our work.
- We use an inquiry-based, student-centered model of teaching and learning
- Kindness is essential in all of our work and relationships.
- We want students and staff to learn in and through the arts.



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- We value outdoor experiences for staff and students, and implement a fitness and adventure program that is based on the tenets of Outward Bound.
- Our kids are bound for the high schools that are the best fit for them and post-secondary college or training.
- We want our students to reach their highest potential as they strive for a healthy, happy life beyond school.
- Teacher leadership is essential to running an effective and joyous school.
- Collaboration and dialogue are essential practices in our school.
- Consensus decision-making and shared leadership are vital to our school culture.

Personality Type

The applicant must be a positive, energetic, kind, and inclusive leader. S/he must be able to work alongside teachers in the trenches, but also have the ability and perspective to inspire teachers to do their best work. S/he must be equipped to, with sincerity, compassion and tact, troubleshoot delicate situations with parents and staff who may be concerned, worried, upset, angry, disappointed, confused, or ill-informed. S/he must also be:

- A thoughtful communicator.
- Logistically competent and able to effectively prioritize what is urgent and important.
- Comfortable saying the hard things, but also be able to consistently recognize and acknowledge good work.
- Willing to work very hard while maintaining a work life balance.
- Ready to give and garner the trust and flexibility of colleagues.
- Happy to wear different hats and thrive in a transboundary role.
- Sense of humor

Qualifications

- Bachelor's degree in related field
- Masters degree preferred. Degree must be from an accredited college or institution
- Valid Maryland State Department of Education Standard Professional Certificate with teaching endorsement
- Admin Certification preferred
- Excellent verbal and written communication skills
- Strong interpersonal and organizational skills
- Proficient in the knowledge and use of technical computer applications including Microsoft Office, Google Docs, Google Classroom, Infinite Campus, BUZZ or other Learning Management System
- Ability to establish and maintain effective relationships with students, peers, and parents



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- Ability to facilitate positive communication and coordination of program activities with teachers, administrators, and staff
- Ability to analyze and interpret data and prepare reports
- Ability to prepare and deliver effective presentations

Please send your materials to: Hiring Committee--Middle Grades Director of Instruction at sbcs@sbcschool.org. Please include:

- A letter of introduction that provides an overview of who you are as an educator and a leader.
- Resume.
- Four letters of reference and current contact information for your references.

Applications will be reviewed until the best candidate for the position is found. Interviews will be ongoing beginning in April 2021.

This is a 10-month position. Salary and benefits will be determined by the Baltimore City Public School System.