

Director - Home & Hospital

Related positions are contingent upon board approval.

Under the supervision of the Executive Director, Whole Child Services and Support, the Director provides strategic direction and management oversight for all aspects of the Home and Hospital and Health Services office. This includes, but is not limited to, home and hospital teaching; the Chronically Health Impaired Program (CHIP); services and support for unhoused students and families and students living in foster care; support for pregnant and parenting students; the autism waiver program; home schooling applications and portfolio reviews; mental health partnerships and contracts (Expanded School Behavioral Health Program); private duty nursing; immunizations; and dental and vision programs. The Director is also responsible for partnering effectively with the Baltimore City Health Department to ensure the safe and effective functioning of all school health suites and with all relevant organizations to ensure the success of School-Based Health Centers. The Director builds strong and collaborative relationships with school leaders, district offices, partners, families, and others to facilitate the work and ensure success.

The Director provides dynamic leadership for this office, communicating a compelling vision; providing clear guidance, coaching, and accountability for all team members; and cultivating a culture of caring and learning, while also setting high expectations for team performance. The Director ensures that the work of the office is aligned with the needs of students, families, and schools and that these partners and stakeholders are regularly engaged in, and kept informed of, the office's planning and programming.

The Director is well-versed in and enforces City Schools' compliance with all national, state, and local laws, regulations, and professional standards associated with the work of this office. The Director also ensures that appropriate policies, regulations, guidance, and systems are in place and implemented to support the safe, effective, and efficient functioning of all aspects of Home and Hospital and Health Services programming. The Director represents City Schools in external meetings and work groups, as needed, and is a member of the leadership team of the Whole Child Services and Support Department.

Essential Functions

Strategy, Planning, and Programming

- Develops a deep understanding of all aspects of the office's work and how it plays out in schools and the community. Nurtures connections between these areas and with the larger body of work overseen by the Whole Child department.
- Leads office in developing and implementing strategic and operations plans, including clear goals and strategies, resulting in consistent on-time delivery of high-quality work.
- Regularly engages with students, families, and members of the community to inform planning and implementation of programming.

- Builds relationships with school leaders and other school-based personnel, supports them in address their needs and challenges, and visits schools regularly to gain proximity to their work and monitor Home and Hospital and Health Services programming.
- Ensures that Home and Hospital teachers are supported to develop their practice, in alignment with City Schools' Instructional Framework, curricula, and other expectations and professional development related to teaching and learning.
- Regularly visits hospitals and homes of H&H students to build relationships, support home and hospital teachers, and ensure leadership proximity to the work, partners, students, and families being served.
- Develops collaborative relationships with colleagues across central office to support and strengthen efforts in service of students, families, and schools.

Team Development and Supervision

- Establishes positive relationships with team members and ensures that systems are in place to support team development, collaboration, and information-sharing.
- Develops a learning agenda for the office and ensures that each team member has a robust individual learning plan with regular opportunities for job-embedded and stand-alone professional development, that they receive regular feedback, that they are evaluated in accordance with all City Schools' requirements, and that restorative processes are used to address conflicts and challenges, when appropriate.
- Distributes leadership across team members, encourages innovation, and celebrates individual and team successes regularly.

Management Systems and Processes

- Oversees the development of systems and procedures to support the efficient and effective functioning of the Home and Hospital and Health Services office and all its programs. Ensures that all systems and procedures are documented, reviewed, and updated regularly and that they are shared with all relevant stakeholders.
- Establishes systems for capturing, analyzing, and acting on data for all areas of the office's work to support planning, continuous improvement, evaluation, and reporting.
- Develops and oversees the budget for the office in consultation with team leads. Ensures strategic and timely expenditure of funds in accordance with budgets and all City Schools' finance, procurement, and other policies and procedures, as well as relevant funding requirements.
- Oversees the development of grant applications and the implementation of grant-funded projects in close consultation with the Executive Director and the grants management office.

Policy and Compliance

- Maintains knowledge of, and ensures compliance with, relevant federal, state, and local laws, builds relationships with relevant state and local agencies, and ensures on-time delivery of quality reports to federal, state, and local authorities, as needed.
- Develops strong knowledge of all relevant board policies and regulations, monitors district compliance with those policies and regulations, and leads the development or updating of policies and regulations, as needed, in close collaboration with the Executive Director and Office of Legal Counsel.
- Develops collaborative relationships with the state and city agencies, universities, hospitals, community organizations, vendors, and others to coordinate supports for students and families and support the success of the office's programs.

Representation and Communications

- Provides regular written and verbal updates to the Executive Director and to City Schools leadership and the Board of School Commissioners, as required.
- Represents City Schools and the Whole Child Office in external meetings, work groups, and conferences, in accordance with district policies, regulations, and guidance.
- Ensures that the offices' information on City Schools' update is regularly updated, that the Communications team is aware of important accomplishments, challenges, or upcoming events, and prepares talking points for the CEO and others, as requested.
- Oversees the development of materials that communicate the work of the office and ensures that necessary information is shared in a timely fashion with schools and central office.
- Anticipates and addresses challenges in the work, adapts quickly to meet shifting demands, and communicates regularly with the Executive Director to lift concerns and discuss solutions.
- Performs and promotes all activities in compliance with equal employment and nondiscrimination policies; follows federal laws, state laws, school board policies and the professional

Maximum Salary\$162,425.00

Minimum Salary\$104,626.00

Desired Qualifications

- Masters or doctoral degree in health, public health, education, or related field from an accredited university.
- Valid Maryland State Department of Education Advanced Professional Certificate with Admin I endorsement. *Applicants applying from outside of Maryland should possess equivalent teaching and professional certifications.*
- At least eight years of leadership and management experience in health, public health, education, social services, or a related field, including supervisory experience. Demonstrated experience in Pre-K - 12 school health preferred.

- Demonstrated experience in successfully leading teams to foster a positive and highly productive culture.
- Demonstrated ability to design and deliver on strategic and implementation plans, including the creation and implementation of strong systems to support and guide complex work.
- Demonstrated success in building collaboration and successful partnerships across teams and organizations.
- Excellent verbal and written communications skills, including demonstrated ability to write strong plans, reports, memos, and other communications materials; develop and deliver high-quality presentations; and provide strong representation in meetings and other forums.

Full time

Additional Details

Qualified candidates for the above position must submit the following:

- Completed online application
- Resume that clearly demonstrates the above minimum qualifications. It is important that you include all experiences and education related to the position to which you are applying.
- Upload copies of all transcripts -undergraduate, graduate and all MSDE Certifications
- Must provide three (3) professional references to include: name, title, business address, e-mail address and phone number
- All documentation/certification necessary (scanned copies accepted) to substantiate minimum qualifications; must be uploaded into application
- All documentation must be scanned and uploaded to application

Benefits -- This position is eligible for benefits. To review the available options please see the information relevant to the union for this position by viewing the following link:

<http://www.baltimorecityschools.org>

Baltimore City Public Schools ("City Schools") does not discriminate in its employment, programs, and activities based on race, ethnicity, color, ancestry, national origin, nationality, religion, sex, sexual orientation, gender, gender identity, gender expression, marital status, pregnancy or parenting status, family structure, ability (cognitive, social/emotional, and physical), veteran status, genetic information, age, immigration or citizenship status, socioeconomic status, language, or any other legally or constitutionally protected attributes or affiliations.

Discrimination undermines our community's long-standing efforts to create, foster, and promote equity and inclusion for all. Some examples of discrimination include acts of hate, violence, harassment, bullying, or retaliation. For more information, see Baltimore City Board of School Commissioners Policies [JBA \(Nondiscrimination - Students\)](#), [JBB \(Sex-Based Discrimination - Students\)](#), [JICK \(Bullying, Harassment, or Intimidation of Students\)](#), [ACA \(Nondiscrimination - Employees and Third Parties\)](#), [ACB \(Sexual Harassment - Employees and Third Parties\)](#), [ACD](#)

[\(ADA Reasonable Accommodations\)](#), and [ADA \(Equity\)](#), and the accompanying City Schools Administrative Regulations. City Schools also provides equal access to the Boy and Girl Scouts and other designated youth groups. [Link to Full Nondiscrimination Notice.](#)

This position is affiliated with the Public School Administrators and Supervisors (PSASA) bargaining union.

This position is affiliated with the State Retirement Plan.

In accordance with Maryland law, City School is required to share the position salary ranges in its entirety. Please note, this is not the hiring range. The hiring range for this position is (\$104,626 - \$151,336).