

BALTIMORE CITY PUBLIC SCHOOLS

JOB TITLE: Director – Literacy
DIVISION: Academic Office
DEPARTMENT: Teaching and Learning

REPORTS TO: Executive Director – Teaching and Learning
SUPERVISOR’S SUPERIOR: Chief Academic Officer
POSITIONS SUPERVISED: Multiple

How to Apply:

Prospective applicants can apply at <https://www.baltimorecityschools.org/jobs>. This posting can be found under District Office Positions. Questions about this position can be directed to Laura K. Jones, Director of Teaching and Learning Operations, at LKJones@bcps.k12.md.us or Matt Griffin, Manager of Teaching and Learning at MRGriffin@bcps.k12.md.us.

Related positions are contingent upon board approval.

Every day, students walk through the doors of Baltimore’s schools filled with talent, dreams, and enormous potential.

Our responsibility is to provide the world-class education that will empower them to hone their gifts and develop the skills they need to pursue the future that calls them.

[BALTIMORE CITY PUBLIC SCHOOLS](#)’ NEW BLUEPRINT lays out how we will move toward our goal of building a generation of young people with the skills, knowledge, and understanding to succeed in college, careers, and community — not just here in Baltimore, but in any city in the world.

Beginning in the 2017-18 school year, we pursued a comprehensive approach designed to ensure that all students have access to high-performing schools that meet their needs and interests, no matter where they live in the city. We will turn a deep focus to work in [three key areas](#):

- [Student wholeness](#)
- [Literacy](#)
- [Staff leadership](#)

These areas are intertwined: If students are motivated and excited about learning, have the foundational skills to think critically, analyze deeply, and express themselves powerfully, and have adults around them who encourage them to persist and excel, they will be positioned to move steadily toward high school graduation and postsecondary success.

JOB SUMMARY

Leads implementation of literacy vision outlined in the district’s *Blueprint for Success*. Crafts ongoing district literacy strategy to ensure students have the tools to think deeply, analyze critically, and express themselves powerfully. Coordinates with internal and external partners and engages with families and communities to ensure district literacy strategy reaches well beyond the school building. Provides district-wide leadership in K-12 in the areas of English/language arts and literacy, including supervision and coordination of district English/language arts curriculum, assessment, instruction, and professional development. Pursues and manages

grants in support of English/language arts and literacy initiatives. Provides support to City Schools senior leadership, principals, and educators in the areas of English/language arts and literacy.

PERFORMANCE RESPONSIBILITIES: ESSENTIAL FUNCTIONS

- Oversees implementation of relevant content curriculum and assessment, K-12.
- Oversees the coordination and implementation of relevant standards, including the Maryland College and Career-Ready Standards for English/Language Arts.
- Develops and deliver ongoing professional development around best practices in teaching and learning for district staff, school leaders, and teachers.
- Coordinates with external partners and agencies to increase student achievement in literacy.
- Works with external partners and city agencies to foster a culture that emphasizes literacy as the backbone for student achievement and student agency.
- Uses data collected to strategically support the needs of school leaders and teachers.
- Develops and provide appropriate guidance for school leaders on current best practices.
- Leads the selection and/or development of curriculum and assessments for English/language arts.
- Works collaboratively with a highly motivated team from multiple offices to advance teaching and learning in the district.
- Employs continuous improvement tools to study, monitor, and adjust literacy strategy and implementation.
- Provides leadership in setting district priorities and policies for educational and personnel issues as they relate to relevant content areas.
- Provides leadership in developing and in improving existing programs.
- Keeps the Executive Director of Teaching and Learning abreast of all matters related English/language arts and literacy.
- Represents City Schools in local, state, and national dialogues.
- Identifies, secures and manages grants and partnerships to support and further district initiatives.
- Oversees the instructional materials evaluation and selection process for English/language arts, literacy, and related areas.
- Provides professional development activities and technical assistance to content liaisons and other support staff.
- Provides appropriate supervision, mentoring, and professional growth and development opportunities to assigned staff.
- Performs and promotes all activities in compliance with equal employment and nondiscrimination policies; follows federal laws, state laws, school board policies, and the professional standards.

COMPETENCIES

- Customer Focus – Commits to meeting the expectations and requirements of internal and external stakeholders; acts with stakeholders in mind; values importance of providing high-quality customer service.
- Interpersonal Skills – Builds constructive and effective relationships; uses diplomacy and tact to diffuse tense situations; can put others at ease and disarm hostility.
- Managing Relationships – Responds and relates well to people in all positions; is seen as a team player and is cooperative; looks for common ground and solves problems for the good of all.
- Functional/Technical Skills – Possesses required functional and technical knowledge and skill to accomplish job tasks at a high level; demonstrates active interest and ability to enhance and apply new functional skills.

QUALIFICATIONS

- Master's degree in education or related field from an accredited college or university.
 - Maryland State Department of Education Advanced Professional Certificate with Administrator I endorsement.
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- At least four years teaching experience in English/language arts.
- At least three years' experience developing and delivering professional development to teachers; district level experience and urban experience preferred.
- Extensive knowledge of the Maryland College and Career-Ready Standards for Literacy and development of curriculum, assessments, and professional development for literacy.
- Knowledge and experience in K-12 English/language arts curriculum development.
- Knowledge of effective student, school, and district assessment tools.
- Knowledge of national trends, research, and best practices in English/language arts and literacy.
- Excellent verbal and written communication skills, including ability to make effective presentations.
- Effective interpersonal, coaching, and organizational skills.
- Demonstrated ability to supervise and evaluate staff in an educational setting.
- A commitment to educational equity.
- Ability to manage multiple long and short-term projects and tasks.
- Ability to thrive in a fast-paced environment.
- Ability to establish and maintain effective relationships.
- Ability to facilitate positive communication and coordination of program activities with teachers, administrators, and staff.
- Effective and experienced facilitator of professional development.
- Ability to analyze and interpret data and prepare reports.
- Ability to prepare and deliver effective presentations.
- Proficient in the use of computer applications, including Microsoft Office, Excel, and Power Point.

PERFORMANCE RESPONSIBILITIES: OTHER DUTIES AND RESPONSIBILITIES

- Performs other related duties as assigned

PHYSICAL DEMANDS

- Light work, exerting up to 25 pounds of force occasionally, and/or up to 10 pounds of force frequently

WORK ENVIRONMENT

- Not substantially exposed to adverse environmental conditions.

EVALUATION

- Performance of this position will be evaluated in accordance with the provisions of the applicable Board policy and or administrative regulations.

NOTICE OF NONDISCRIMINATION

- Baltimore City Public Schools does not discriminate on the basis of race, color, ancestry or national origin, religion, sex, sexual orientation, gender identity, gender expression, marital status, disability, veteran status, genetic information, or age in its employment, programs and activities and provides equal access to the Boy Scouts of America and other designated youth groups. For inquiries regarding the nondiscrimination policies, please contact Equal Opportunity Manager, Title IX Coordinator Equal Employment Opportunity and Title IX Compliance Office 200 E. North Avenue, Room 208 Baltimore, MD 21202; 410-396-8542 (phone); 410-396-2955 (fax).

The above is intended to describe the essential content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.
