Educational Associate 12 Month-Instructional Leadership

The Educational Associate - Instructional Leadership is responsible for planning and executing activities connected with both the Blueprint for Maryland's Future and Baltimore City Public Schools' Blueprint for Success. These activities are in support of Baltimore City Public Schools' interests around teacher support, development, and retention in service of improved success for students. Potential key activities include, but are not limited to, implementation of the following initiatives: (1) the implications of teacher instructional time limits outlined in the Kirwan career ladder on recruitment and school-based staffing models; (2) the career pathway requirements and opportunities to support City Schools interests around teacher support, development, and leadership; and (3) models for Peer Assistance Review programs and ways to leverage such a program to better support and retain early career teachers.

**Essential Functions**

- Creates, facilitates, and sustains innovative formal and informal professional learning structures for educator and school leader sub-populations that are aligned with state and district Blueprint requirements, including but not limited to opportunities such as: fellowships, workshops, retreats, observations of practice, co-teaching, mentoring programs, etc.
- Conducts research regarding best practices for employee observation, employee performance development, employee retention, teacher career ladders, and school-based staffing and scheduling models; embeds research findings into program recommendations and implementation.
- Analyzes data - including student performance, educator professional practice, participant perception data, participant and participant supervisor satisfaction with program, educator retention - to evaluate the successes and challenges of programs and initiatives. Prepares statistical and narrative reports surfacing key policy questions based on such data analysis and presents research results and policy recommendations.
- Collaborates within the Human Capital Office to build and maintain alignment: between the Instructional Framework and teacher evaluation and teacher leadership development activities; with educator recruitment and staffing activities; and with new teacher induction and mentorship activities.
• Coordinates with the Coordinator - Instructional Leadership to continuously measure program effectiveness.
• Creates, monitors, and communicates an annual calendar of program activities, ensuring that participants and their supervisors have clear understanding of program components and objectives.
• Plans and delivers professional development activities for staff members during typical school hours, after school, in the evening, on Saturdays, and during the summer. May include coaching individuals and teams, as assigned.
• Represents the Human Capital Office to audiences across the district, serving as a key ambassador for the Human Capital Office and conveying the team's strategies, priorities, and core values always.
• Manages internal and external facilitator relationships and vendor relationships, including onboarding/orienting third party partners to City Schools' educator leadership, retention, and development approaches.
• Quickly builds trust, credibility, and goodwill with a wide range of diverse employees.
• Ensures all aspects of development incorporate and strengthen the district's commitment to racial equity and inclusion.
• Keeps abreast of changes in City Schools' policies, procedures, negotiated agreements, school/student achievement and business function data, performance data and core human capital areas as they relate to delivering quality human capital services to all customers and increasing workforce effectiveness.
• Recommends new approaches, policies, and procedures to effect continual improvements in efficiency of department and services performed.
• 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.

Maximum Salary $105,598.00
Minimum Salary $67,757.00

Desired Qualifications

- Required: Master's degree from an accredited college or university.
- Required: Eligibility for Maryland Standard Professional or Advanced Professional teaching certificate.
- Required: At least three years of experience as a classroom teacher and/or school or district administrator.
- Required: The equivalent of at least one full year of full-time experience coordinating, designing, and/or facilitating learning and development activities for teachers.
- Advanced skills in the use of Windows environment and applications including Microsoft Word, Excel, PowerPoint, and Outlook.
- Knowledge of principles and processes for providing customer and personal service to include customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Ability to objectively analyze data and make recommendations on a variety of administrative issues.
- Ability to remain flexible in a creative and challenging work environment.
- Excellent oral, written, and presentation skills.
- Excellent interpersonal and organizational skills with demonstrated ability to identify, prioritize, and organize tasks to accomplish assigned and self-generated tasks efficiently and effectively.
- Demonstrated ability to work collaboratively with teams and independently.

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.

For inquiries regarding the nondiscrimination policies, please contact the Equal Employment Opportunity Manager, 200 E. North Avenue, Room 208, Baltimore, MD 21202; 410-396-8542 (phone); 410-396-2955 (fax).

This position is affiliated with the Baltimore Teachers Union (BTU) bargaining union.
This position is affiliated with the State Retirement Plan.