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 will pursue 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**

Coordinates the literacy work outlined in the City Schools *Blueprint for Success*, including but not limited to providing project management of the district’s *Blueprint* literacy strategy, supervising school-based literacy coaches, and coordinating work with relevant vendor/partner organizations to provide coaching and professional development content to teachers, school leaders, district leaders, and literacy coaches.

**PERFORMANCE RESPONSIBILITIES:** **ESSENTIAL FUNCTIONS**

- Supports the Executive Director of Teaching and Learning and the Director of Literacy, Languages, and Culture with long- and short-term planning for the district’s *Blueprint* literacy strategy.
Coordinates and project manage the implementation of the City Schools *Blueprint for Success* in literacy.

Coordinates the development and delivery of ongoing professional development aligned to the *Blueprint* strategy.

Coordinates the work of vendors/partners who provide coaching and professional development aligned to the *Blueprint*.

Uses data collected to strategically support the needs of teachers, schools, and literacy coaches.

Develops and provides appropriate guidance for schools and school leaders at the district’s literacy intensive sites.

Collaborates with multiple offices across the organization to ensure cohesive implementation of the *Blueprint* strategy for literacy.

Works in partnership with a highly-motivated team from multiple offices to advance teaching and learning in the district.

Keeps the Director of Literacy, Languages, and Culture abreast of all matters related to literacy.

Perform and promote 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.
- Three years teaching experience in English/language arts.
- Three years’ experience developing and delivering professional development to teachers.
- Extensive knowledge of the Maryland College and Career-Ready Standards.
- Demonstrated ability to relate positively to colleagues, children, and families; and make decisions in accordance with laws, ordinances, regulations, and established procedures.
- Strong organization and strategic planning skills; ability to balance multiple priorities in a fast-paced work environment.
- Experience managing large scale projects.
- Knowledge of current research and best practices in adult learning and facilitation.
- Knowledge of current research in literacy best practices.
- Ability to lead and motivate a team of individuals.
- A commitment to educational equity.
- Excellent verbal and written communication skills.
- Proficient in the use of multiple computer applications including, but not limited to, Microsoft Office, PD Tracking and reporting software, databases, and Online Professional Learning software.
- Knowledge of laws, regulations, rules and policies affecting City Schools’ educators.
PERFORMANCE RESPONSIBILITIES: OTHER DUTIES AND RESPONSIBILITIES

➢ Performs other 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 Board policy on evaluation of personnel.

NOTICE OF NONDISCRIMINATION

➢ Baltimore City Public Schools does not discriminate in any aspect of employment 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. 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).

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.