



Job Posting: Assistant Principal

The Mission of Clay Hill Public Charter school is to be a place where students thrive as members of a vibrant and inclusive learning community with families, caregivers, staff, and neighbors engaged in a practice of whole-child education. By teaching and learning from one another, we embrace unique identities and cultivate an atmosphere of love.

Clay Hill Public Charter School opened its doors for the first time in the fall of 2021 to students in grades K-3 and will serve students in grades K-7 in the 2025-2026 school year. We will continue to grow over time to eventually serve students in grades K-8.

We are committed to achieving academic excellence, challenging inequity, and combating biases through the inclusion of individuals with diverse perspectives and experiences in the life of our school and in our decision-making processes. We are dedicated to ensuring representation in our curriculum, learning spaces, and operations to promote tolerance, growth-mindedness, and diverse world views for our community. As a result, we place a special importance on recruiting, hiring and retaining staff that share similar racial or ethnic backgrounds or life experiences as our students.

ROLE

The Assistant Principal must be a visionary instructional leader and must embrace and champion the mission and vision of Clay Hill Public Charter School. The Assistant Principal will be responsible for ensuring high academic achievement and improvement by all students and assisting the Principal by functioning as an instructional and operational leader in the planning, implementation, and evaluation of instruction, student support, and operations for Clay Hill,

This is an extraordinary opportunity to join a passionate community serving children in Baltimore City at a unique time in our development, with meaningful opportunities to grow along with our organization.

COMPETENCIES:

Demonstrate knowledge of:

- Applying an equity lens to all aspects of an academic program
- Progressive and innovative educational practices including Arts Integration, Character Education, and Interdisciplinary instruction
- Curriculum Development including Understanding By Design
- Common Core State Standards
- Assessments--formative, diagnostic and state-mandated
- Developmentally appropriate and responsive learning environments
- Impact of trauma, poverty and current events on students' development
- Proactive practices to support students in developing self-regulation and contributing to the community

Demonstrate ability to:

- Develop strong relationships among various stakeholders through active listening and collaboration
- Effectively communicate orally and in writing
- Manage multiple tasks simultaneously while prioritizing projects and assignments
- Work under pressure while maintaining a positive and calm disposition and outlook
- Take initiative and work independently
- Be flexible and adjust to changing priorities and schedules
- Serve with a high level of commitment and reliability

QUALIFICATIONS:

- Master's degree from an accredited college or institution.
- Valid Maryland State Department of Education (MSDE) Advanced Professional Certificate with an endorsement as Principal/Supervisor or Administrator I or II.
- Three years administrative/supervisory experience in public education.
- Proficient in the use of technical computer applications including Microsoft Word, Excel, and Outlook.
- Proficiency in Spanish preferred

RESPONSIBILITIES:

- Assists Principal in developing, implementing, promoting, and evaluating programs and activities that ensure students meet or exceed national, state, and local academic standards.
- Promotes student achievement, attendance, and adjustment conducive to school success.
- Implements special education and student support programs and services and ensures timely delivery, documentation, and associated reporting.
- Coordinates and manages after school and summer programs as assigned.

- Assists in analyzing and utilizing school enrollment data to plan, monitor, and evaluate school budget and resource allocations.
- Assists in managing and reporting of school human and fiscal resources and grants. Implements effective accountability procedures for procurement and distribution of supplies and materials.
- Assists in providing leadership to the School Family Council and facilitates ongoing information sharing as well as opportunities for parent and community members to provide input concerning school operations and resource allocation.
- Assists in designing and implementing programs and activities to improve school-parent-community involvement, including the establishment and/or maintenance of an active PTO.
- Assists in supervising and evaluating the school staff. Implements programs and strategies to ensure effective staff performance. Plans and coordinates staff development activities.
- Provides leadership to school staff through regular classroom visits, conferences, and meetings with a special focus on the development and retention of new teachers. Provides direction and guidance in developing effective classroom management procedures, including behavioral intervention strategies for students.
- Provides leadership to school staff in improving the school climate by recommending and implementing strategies to reduce incidents of violence and suspensions.
- Assists in managing school facilities and grounds to ensure a clean and healthy environment for students and staff.
- Ensures compliance with laws, regulations, statutes, rules, and policies affecting City Schools with particular focus on requirements associated with special education and related services.
- Assists in resolving employee issues at the school level. Conducts employee conferences as requested by the Principal.
- Implements established City Schools procedures for school emergencies.
- Ensures the accuracy and appropriate maintenance of student records, information and related databases.
- Assists Principal in maintaining active business, community, and academic partnerships.
- Maintains appropriate standards of professionalism in action and demeanor.
- Ensures effective and timely communications with the Principal and City Schools administration regarding school/student issues, achievements, and challenges and parent and community concerns.
- Attends meetings, participates in professional development, and performs other duties assigned by the Principal.
- Performs and promotes all activities in compliance with equal employment and non-discrimination policies; follows federal laws, state laws, school board policies and the professional standards.

APPLICATION REQUIREMENTS:

To apply for this position please email your resume and cover letter to Principal Emily Augustine at emily.augustine@bluebirdnet.org

**Only complete applications will be reviewed, and candidates will be contacted if moved forward to an interview stage.

HOURS, COMPENSATION AND BENEFITS

This is a full-time, 12 month position. This position is eligible for compensation and benefits package through Baltimore City Public Schools. 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>

NOTICE OF NONDISCRIMINATION

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