

**Job Posting: Assistant Principal**

The Mission of Patterson Park Public Charter School is to empower the school community - through a whole-child approach in a diverse, community-centered learning environment - to be stewards of an equitable future.

The Vision of Patterson Park Public Charter School is to produce life-long learners, healthy families, and strong neighborhoods.

PPPCS is a community-founded school driven to academic excellence and devoted to a whole child philosophy in a diverse setting. At Patterson Park Public Charter School, it is our privilege to serve a diverse community and our responsibility to foster inclusivity. We assert these values as the foundation for nurturing all of our students, realizing our mission and preparing our students for success in a global society.

We are committed to including individuals with diverse perspectives and experiences in our decision-making processes because it is integral to achieving academic excellence, challenging inequality and combating biases. We place a special importance on recruiting, hiring and retaining staff that shares similar racial or ethnic backgrounds or life experiences as our students. We are dedicated to ensuring diversity in our curriculum and in our learning spaces and operations to promote tolerance, civility, and diverse world views for our community.

**ROLE**

The Assistant Principal must be a visionary instructional leader and must embrace and champion the mission and vision of Patterson Park 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 PPPCS,

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.

**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 conductive 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 PTA or 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.

**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.

• Experience utilizing data to facilitate and support decision making.

• Experience in an urban education environment preferred.

• Demonstration of effective teaching and learning practices.

• Excellent oral and written communication and presentation skills.

• Excellent interpersonal and human relations skill that ensure effective teambuilding.

• Excellent organization, planning, and problem solving skills.

• Effective conflict and stress management skills.

• Ability to provide instructional supervision.

• Ability to plan and implement staff development programs.

• Ability to effectively manage time and multiple priorities.

• Ability to establish and maintain effective relationships with parents, community partners, and students.

• Proficient in the use of technical computer applications including Microsoft Word, Excel, and Outlook.

* Ability to fluently speak and write in Spanish is preferred

**APPLICATION REQUIREMENTS:**

To apply for this position please submit the following to [jobs@pppcs.org](mailto:jobs@pppcs.org).

• Completed online application

• Resume that clearly demonstrates the above minimum qualifications.

• Upload copies of all transcripts and MSDE Certifications

• Must provide three (3) professional references to include: name, title, business address, e-mail address and phone number

• All documentation must be scanned and uploaded to application

\*\*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**

Patterson Park Public Charter School, Inc. and Baltimore City Public Schools do 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.