



## **Job Posting: Curriculum Lead**

The mission of Clay Hill 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 Clay Hill Public Charter School is to produce life-long learners, healthy families, and strong neighborhoods.

CHPCS is a community-founded school driven to academic excellence and devoted to a whole child philosophy in a diverse setting. At Clay Hill 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 Curriculum Lead will supervise the development and implementation of the school's curriculum which utilizes a whole child approach in instruction. The Curriculum Lead provides professional development, data management, and informal instructional supports for all instructional staff in a K-8<sup>th</sup> grade environment. Operational, administrative, programming and instructional leadership will be applied, in close partnership with the Principal, to promote high expectations, strong student outcomes, consistent accountability and ample support to teachers. 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
- Data systems, including management and analysis
- 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**

- A Master's degree in an education-related field
- Five years of experience, preferably working in a leadership role in an urban school environment
- Experience implementing high academic standards and a whole child approach
- Experience coaching teachers, providing professional development and serving on a leadership team
- Proficiency with data analysis and management systems
- Preferred background in Early Elementary or Mathematics
- Preferred background in Google systems for organizing curricula and instructional documents
- Excellent written and verbal communication skills in English and Spanish preferred.

## **RESPONSIBILITIES**

Duties may include but are not limited to:

- Ensure a safe and supportive mission-centered learning environment that fosters joyful engagement and inclusivity, through solution-focused leadership
- Assist teachers to further develop curriculum as a team that support improved planning, consistent implementation and maximize engagement and learning across levels

- Support teacher-centered professional development to promote teacher growth, build capacity, improve instruction and enhance student learning
- Assist with managing and analyzing student data systems to improve outcomes and decrease gaps
- Coordinate state-mandated testing and required data collection
- Implement, support and monitor teaching and learning practices that align with the PPPCS philosophy through collaborative planning, classroom walkthroughs and frequent, meaningful feedback
- Support a school culture of high expectations and ample support for all students and staff, including the coordination with partner organizations such as OrchKids and Audubon
- Build trusting relationships with students, families and staff and engage in open communication
- Ensure safety procedures are followed, including arrival and dismissal, recess structure and supervision, and adequate classroom coverage is in place on a daily basis
- Respond to parent concerns in a timely manner
- Ensure student/staff compliance with policies and procedures and local, state, and federal regulations

#### **HOURS, COMPENSATION AND BENEFITS**

This is a full-time 12-month position. Hiring is contingent upon processing by Baltimore City Public Schools and compensation and benefits packages are negotiated with the district.

To apply for this position please email a completed application, resume, and three professional references to [jobs@pppcs.org](mailto:jobs@pppcs.org).

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

#### **Notice of Nondiscrimination**

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