



Job Title: After School Arts and Learning Site Director
Reports to: Director of Summer Learning - Young Audiences

Job Summary

The After School Arts and Learning Academy Site Director is the leading member of the site leadership team and works to promote and support the overall vision and mission of the After School Arts and Learning Academy. The Site Director, is primarily responsible for the day to day operations of the site, specifically overseeing student achievement, daily attendance and data collection and reporting, climate and culture, scheduling, building and staff supervision, and emergency procedures.

About the After School Arts and Learning Academy

Baltimore City Schools After School Arts and Learning Academies, operated by Young Audiences Arts for Learning Maryland (YA), will be an action-packed, after school program that introduces students to a wide variety of art forms – from illustration, to spoken word, to percussion, to drama and dance—and gives students a chance to work alongside their peers and be taught by professional artists. Literacy and math classes will be co-taught by a teacher and professional teaching artist allowing students to experience reading, writing and math like never before...through the arts! Students will have the opportunity to imagine, create, and express who they are through the arts and try on art forms they never imagined. Student's work will be celebrated through a student showcase and family night at the end of the program.

Mission and Core Values

The mission of the Young Audiences Elementary After School Arts and Learning Academies is to provide students with a once-in-a-lifetime opportunity to learn from the best teachers and teaching artists our state has to offer. Through a dynamic, creative, and supportive environment, students will explore math and literacy in a unique arts integrated environment, allowing them to develop socially and emotionally, expands their personal creative process, and introduces them to many different art forms taught by professional artists.

We...

- ☑ believe unwaveringly that ALL students can achieve high standards in and through the arts;
- ☑ provide opportunities for students to develop powerfully articulate voices through art forms

- and honor their creative processes along the way;
- ☒ collaborate and reflect by learning from and with each other at every step of the process, cultivating positive relationships between all ages;
 - ☒ encourage the development of critical thinking, problem solving, inquiry, imagination and creativity;
 - ☒ ensure that our students are known, loved, supported, celebrated and valued.

Essential Skills and Attributes

- Proven success leading educational initiatives, building positive school cultures, and motivating and supporting staff.
- Excellent personnel management experience.
- Teaching or administrative certification required.
- Strong collaboration and leadership skills
- Excellent Organizational Skills
- Punctuality and ability to meet deadlines
- Excellent and timely communication skills
- Excellent disciplinary skills
- Ability to have critical conversations and provide feedback with teachers, staff, parents and students when necessary.
- Understanding and appreciation of arts integration
- Ability to fill in as substitute in the classroom

DATES AND TIMES

- To be selected for the program, teaching artists must be able to commit to all of the following dates/times. Please hold the dates on your calendar. While we have done our best to provide these dates in advance, there is a chance that they might need to be adjusted slightly.
 - February 23rd, 2019 - 9:00 AM - 4:00 PM
 - February 28th, 2019 - 5:30 PM - 8:30 PM
 - March 7th, 2019 - 5:30 PM - 8:30 PM
 - March 9th, 2019 - 9:00 AM - 4:00 PM
 - March 15th - 2 hour site based meetings and set up
 - Monday-Friday - March 18 - May 23 - Times Dependent on Site Schedule

Compensation

- This position works as an independent contractor on behalf of Young Audiences of Maryland.
- The base pay for site directors is paid hourly at a rate of \$34.17/hour. Hours will be tracked for all PD, Planning and Program Days. The hourly rate is an average rate and is calculated using \$30/hour for PD and Planning Time and \$35/hour for actual program days. The pay breakdown below outlines the calculations and total number of hours.

Total Pay for working the entire program is as follows:

Site Director		
Component	Description	Total Pay
Orientation Meeting	Three hour program orientation and kickoff @ \$30/hour	\$90.00
Professional Development and Training	19 hours of training and PD @ \$30/hour)	\$570.00
Additional Outside of Program Hours Planning	10 hours of additional planning time @ \$30/hour	\$300.00
Program Days	4 hours per day for 40 days @ \$35/hour	\$5,600.00
Totals		\$6,560.00

Essential Functions

- Ensure that the philosophy and core values of the After School Arts and Learning Academies are central to the school culture and visible throughout the site.
- Establishes a positive and productive school climate for all staff and students.
- Supports the After School Arts and Learning Academy Director in providing oversight of the daily operations and implementation of the summer learning instructional program to ensure that all students have access to unique, relevant, challenging and fun learning experience.
- Oversee all administrative aspects of the After School Arts & Learning Academy.
- Monitor student attendance data, prepare reports that summarize student attendance and achievement data, evaluate student progress, conduct weekly meetings/training with staff and monitors the overall operation of the program.
- Ensure that parents/guardians of absent students are called daily to promote high rates of daily attendance.
- Ensure all artists/teachers submit written weekly instructional outlines for all classes
- Ensure arts integration/co-teaching planning occurs and keep records of time spent
- Attend required training and meetings as directed by Young Audiences
- Work cross-functionally with Young Audiences and Baltimore City Schools stakeholders to ensure smooth operation of the site including teaching and learning (Office of Extended Learning, Office of Specialized Services, Extended School Year Office and Office of Fine Arts), food and nutrition, transportation, student support and safety, and communications.
- Complete at least one hour lesson observations of each artist or artist/teacher pair (10 total observations). Provide written feedback to artist and teacher and a copy to Young Audiences.

- Respond to inquiries from parents and the community in a timely and professional manner with consultation from Young Audiences and the Office of Teaching and Learning at Baltimore City Public Schools.
- Provides supervision and oversight to all site based staff, including teachers, teaching artists, teaching artist assistants and office managers.
- Models and requires that all staff engage in practices that promote high performance, ethical behavior, collegiality and teamwork.
- Creates and implements (in collaboration with student support specialist) a behavior management system and other policies and procedures for the site.
- Collaborate with and provide support for various partnerships and external stakeholders.
- Submit verbal and written reports as required.
- Oversee purchasing of site based supplies as needed.
- Oversee parent involvement workshops.
- Serve as substitute in classrooms when needed.
- All other duties as assigned.

TO APPLY VISIT: <http://www.yamd.org/asala>