



## POSITION ANNOUNCEMENT

**POSITION TITLE:** Dir. of Academic Coaching & Development  
**LOCATION:** BCP Central Office

**EMPLOYED BY:** BCP  
**Reports To:** President/CEO

**POSITION SUMMARY:** The Director of Academic Coaching and Development (DACD) is responsible for the effective planning, organization and direction of all training and development related to increasing coaches' and teachers' skills, productivity and growth. The DACD will organize and conduct instructional coach and teacher training in various formats to educate, enhance and improve teacher performance.

**POSITION RESPONSIBILITIES:** Primary responsibilities of the Director of Academic Coaching and Development include, but are not limited to:

➤ **Training and Coaching**

- Plan and organize BCP's annual summer New and Continuing Educator Induction and Training week for new and returning teachers
- Communicate with City Schools teacher training and development as required
- Facilitate one-on-one training including new teacher training at point of entry to a BCP school
- Conduct in-classroom coaching and training with teachers and co-teachers as needed
- Design, plan, and facilitate monthly coaches' meetings and professional development experiences
- Support the training and development of BCP's internal pipeline of aspiring coaches and teachers

➤ **Areas of Training and Support Services**

- Program specific training
- Behavior management
- Instructional strategies
- Classroom Organization
- Lesson planning
- Testing and assessment
- State test preparation
- Data documentation and assessment
- Test new and current students for program placement and assessment
- Summer training institute

➤ **Communication and Collaboration**

- Establish working relationships with BCP schools and principals
- Support and mentor building coaches
- Work with building principals, building coaches, and external consultants, to analyze weekly data and identify a plan of action
- Document in-classroom coaching, one-on-one training and collaboration with coaches and teachers.



# BALTIMORE CURRICULUM PROJECT

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- Coordinate with school-based staff on training options for staff who attend the summer training institute in Eugene, OR.
- **Special Projects**
  - Consult and partner with other BCP and/or school-based staff on initiatives, as directed by BCP leadership.
  - Support the charter renewal process, including supporting school SER preparation, data gathering, and writing of charter applications.

**QUALIFICATIONS:** The Director of Academic Coaching and Development must have:

- In-depth knowledge of and experience with a wide range of Direct Instruction programs
- Experience in classroom coaching
- Bachelor's degree required; teacher certificate preferred but not required
- Strong organizational skills
- Ability to work individually and within a larger context of leadership and staff groups
- Excellent oral and written presentation skills and be able to communicate important contextual information in a variety of formats
- Ability to manage and maintain alignment of multiple tasks/initiatives simultaneously
- Strong sense of community, service, and passion for helping students and adults learn
- Ability to develop and maintain strong relationships with individuals from diverse backgrounds and socio-economic status
- Technological savvy; proficiency in all Microsoft and Google workplace applications.
- Capacity to effectively work in complex learning environments, free of bias and the limitation of assumptions.
- Ability to clear a criminal background check by Baltimore City Public Schools

## POSITION DETAILS:

The Director of Academic Coaching and Development position is a 12-month, salaried (exempt) position. The assignment is valid for one academic year; offers of employment are re-evaluated year-to-year, contingent on an effective annual performance review. **The salary range for this position is \$120,000 - \$130,000 annually**, commensurate with candidate qualifications.

The position is eligible for health benefits through Baltimore Curriculum Project and are included at no cost while full time 35hrs per week or more - Medical, Dental and Vision. Also, employees achieve 401(K) eligibility after 1 year of service, which includes a 50% employer match of your contribution up to 7.5% of your salary; the maximum employer match is 3.5%, once your contribution goes over 7% of your salary.

BALTIMORE CURRICULUM PROJECT NEIGHBORHOOD CHARTER SCHOOLS

