



## **2022 SUMMER ARTS FOR LEARNING ACADEMY (SALA) OFFICE MANAGER**

Reports to: Summer Arts for Learning Academy Site Director  
Classification: Seasonal Full-Time Exempt

### **The SALA Office Manager Job Description:**

The Summer Arts for Learning Academy (SALA) Office Manager is an essential member of the SALA staff and is responsible for ensuring the smooth operation of all administrative aspects of the site. The Office Manager is often the first person staff, parents, students or visitors to the Academy will meet or see during the day, making a welcoming and friendly demeanor vital to the role. Office Managers are required to ensure that the site office is staffed at all times, site data is organized and entered into the appropriate databases, and site supplies are inventoried and accessible to Teachers and Teaching Artists throughout the program. Prior to the beginning of the program, Office Managers will spend 30 hours making phone calls to SALA Student Families to accept and confirm students for the program.

### **About the Summer Arts for Learning Academy:**

Baltimore City Schools' Summer Arts for Learning Academy (SALA), operated by Arts for Learning Maryland (formerly Young Audiences of Maryland), offers students an opportunity to imagine, create, and express who they are through the arts. This is an action-packed, full-day, six-week program (Monday - Thursday) that introduces students to a wide variety of art forms—from illustration and spoken word to percussion, drama, and dance—which gives students a chance to work alongside students from across the city and be taught by professional Artists. Students' work is celebrated through a student showcase on the final day of the program. Arts for Learning Maryland will host nine Academy sites throughout the city, locations TBD. Each classroom will have 26 students.

### **Mission and Core Values:**

The mission of Arts for Learning Maryland (formerly Young Audiences of Maryland) elementary grade Summer Arts for Learning Academy is to provide students with a once-in-a-lifetime opportunity to spend a Summer learning 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 that prevents the Summer learning slide, allows 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.

- create safe, brave learning environments for students to grow, make mistakes, and contribute to the community.
- 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, and provide multiple ways for students to demonstrate knowledge and mastery.
- learn about, honor, and leverage the cultural knowledge, experiences, and frames of reference of our students and community to make learning more relevant and effective.
- ensure that our students are known, loved, supported, celebrated, and valued.

### **Office Managers Must Have:**

- Strong customer service skills.
- Knowledge of school operating procedures, best practices, and norms.
- Experience with data entry.
- Experience working with Salesforce or another CRM tool preferred.
- Strong organizational skills maintaining both electronic and physical files for the site.
- Experience with phone banking.
- Experience working in a public school is preferred.
- An ability to create inclusive environments where all students' unique gifts and talents are discovered and cultivated, and where students' identities (racial, cultural, social, gender, etc.) are acknowledged, affirmed, and reflected around them.
- An ability to examine biases and an understanding of the concepts of institutional and structural racism and its impact on policies and practices, especially related to the administration of public education.
- A passion for students: an ability to build meaningful relationships and a desire to "go above and beyond" to ensure each student's success.
- A commitment to seeing families as partners in education and communicating with them regularly.
- A strong desire to fully integrate into a non-traditional learning environment where flexibility is strongly valued and where new and innovative ideas are not only cultivated but expected from all staff.

### **Required Dates, Times and Working Hours:**

Office Managers must commit to attending all training and program dates listed below:

- **Pre-Program Phone Calls:** Office Managers will spend 30 hours making phone calls home to parents of students enrolled in the program.
- **Training and Professional Development Week:** Monday, June 27th through Thursday, June 30th 9:00 am - 4:00 pm.
  - Office Managers will not attend all PD week days/sessions. The exact dates and times they will need to attend will be shared at a later date. All required sessions are paid.
- **Academy Dates:** For all sites, the program will run Monday through Thursday and will begin on July 5th and end on August 5th. Program hours are 8:30 am (Breakfast) to 3:00 pm.
  - Office Manager time commitment: 8:30 am - 4:00 pm on program days (Monday - Thursday). Office Managers are compensated for 7.5 hours per program day. One day per week, Office Managers will adjust their start/end time to attend weekly staff meetings within their compensated 7.5 hours (exact days/times of meetings TBD by Site Directors).

**Compensation:**

- The SALA Office Manager position is a seasonal full-time exempt position and is not eligible for health benefits or overtime
- SALA Office Managers will be paid an hourly rate of \$22.00.

**Job Responsibilities:**

- Welcome all guests (parents, students, volunteers, City Schools or Arts for Learning Maryland staff, and other guests) and ensure that they receive the information that they need and/or direct them to the appropriate staff member or room.
- Maintain a master calendar for the site, including SALAbration dates, staff absences and other special events.
- Organize all paperwork generated by Teachers including assessments, surveys, evaluation materials, field trip permission slips etc.
- Manage the entry of pre/post assessment data in Salesforce and Google Sheets.
- Oversee the process for sending late arriving students to class and organize early dismissal for students.
- Receive all calls coming into the site office phone and address any tasks associated with the call.
- Ensure that the site office is kept neat and organized.
- Oversee the acquisition and distribution of office supplies as needed.
- Support the Site Director and Director of Operations in carrying out the business of the site.
- Provide support to teaching staff making copies, acquiring supplies.
- Supervise the Interns as they assist with all administrative aspects of the site.
- Maintain and update student records as needed.
- Create daily classroom rosters for attendance and ensure attendance is entered into the student management system as soon as possible each day.
- Assist students when they come into the site office. This may include, but is not limited to, providing supervision to students that have been removed from class, directing students to the Site Directors, Student Support Coordinators, or back to class.
- Maintain a master daily schedule to ensure that any student's whereabouts can be determined at a moment's notice.
- Contact parents as needed, including spending 30 hours prior to the program in April and May calling parents/families to confirm their student's participation.
- Maintain communication with Arts for Learning Maryland Site Coordinator and Regional Site Director to ensure timely updates on all aspects of the site.

**To apply:**

For consideration, apply online at

[www.artsforlearningmd.org/programs/summer-arts-academy/work-with-us/](http://www.artsforlearningmd.org/programs/summer-arts-academy/work-with-us/)

***Arts for Learning Maryland (formerly Young Audiences of Maryland) is an Equal Opportunity Employer committed to cultivating a diverse workforce and equitable workplace. We encourage applications from individuals of all backgrounds, regardless of race, ethnicity, gender, sexual orientation, gender identity and expression, age, national origin, veteran status, and disability. All qualified applications will be given equal opportunity.***