



2022 SUMMER ARTS FOR LEARNING ACADEMY (SALA) SITE DIRECTOR

Reports to: Director, Summer Arts for Learning Academies
Classification: Seasonal Full-Time Exempt

The SALA Site Director Job Description:

The Summer Arts for Learning Academy Site Director works in partnership with other Site Directors to promote and support the overall vision and mission of the Summer Arts for Learning Academy. There are two Site Directors per site. Together, Summer Arts for Learning Academy Site Directors are responsible for all aspects of the program and its operations and provide leadership and oversight of the Summer school site which includes, but is not limited to, overseeing student achievement, daily attendance, climate and culture, scheduling, building and staff supervision, and emergency procedures.

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's 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.

Ideal Site Directors Have:

- Proven success leading educational initiatives, building positive school cultures, and motivating and supporting staff.
- 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.
- 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.
- Experience utilizing restorative practices when conflict arises with staff and/or students.
- Excellent personnel management and leadership experience, including organizational skills, punctuality, ability to meet deadlines, and timely and effective communication.
- Share best practices, strategies, and pedagogies that will help Teachers and Teaching Artists support students in times of crisis.
- Teaching or administrative certification required.
- Strong collaboration and leadership skills.
- 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.
- Ability to have critical conversations and provide feedback with Teachers, Teaching Artists, staff, parents, and students when necessary.
- A commitment to seeing families as partners in education and communicating with them regularly
- A willingness to use either the school office landline or their personal cell phone (number blocking is acceptable) to contact parents and guardians, as needed.
- Understanding and appreciation of arts integration.
- A strong interest (with experience preferred) in arts integration and collaborative planning and reflection.
- A passion for students: an ability to build meaningful relationships and a desire to "go above and beyond" to ensure each student's success.

Required Dates, Times and Working Hours:

Site Directors must be able to commit to attending all training and program days listed below:

- **Before Professional Development Week:** All Site Directors will need to attend approximately 48 hours of professional development training sessions prior to PD week. The dates and times for these events will be shared at a later date. All sessions are required and paid.
- **Training and Professional Development Week:** Monday, June 27th through Thursday, June 30th 9:00 am - 4:00 pm. This is required and is paid.

- **Academy Dates:** For all sites, the program will begin on July 5th and end on August 11th. Program hours are 8:30 am (Breakfast) to 3:00 pm.
 - Site Director time commitment: 8:00 am - 4:00 pm on program days (Monday - Thursday).
- **In Program Planning and Meetings:** Site Directors will be paid for an additional 4 hours per week during the 6 program weeks to attend staff meetings, have collaborative planning sessions, and other meetings/prep outside of the program hours. These hours are paid upon completion of the program.

Compensation:

- The SALA Site Director position is a seasonal full-time exempt position and is not eligible for health benefits or overtime.
- Site Directors will be paid an hourly rate of \$50.00.

Job Responsibilities:

- Ensure that the philosophy and core values of the Summer Arts for 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.
- Provide 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.
- Monitor student attendance data, prepare reports that summarize student attendance and achievement data, evaluate student progress, conduct weekly meetings/training with staff and monitor 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 Arts for Learning Maryland.
- Work cross-functionally with Arts for Learning Maryland 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 Artists and Teachers and a copy to Arts for Learning Maryland.
- Respond to inquiries from parents and the community in a timely and professional manner with consultation from Arts for Learning Maryland and the Office of Teaching and Learning at Baltimore City Public Schools.
- Provide direct supervision and oversight of all site based staff including Teachers, Teaching Artists, Teaching Artist Apprentices, Interns, and contract staff.
- Models and requires that all staff engage in practices that promote high performance, ethical behavior, collegiality and teamwork.
- Creates and implements (in collaboration with Co-Director and Student Support Specialist) a behavior management system and other policies for the site.
- Collaborate with and provide support for various partnerships and external stakeholders.
- Submit verbal and written reports as required.
- Oversee parent/guardian involvement workshops.
- Serve as a substitute in classrooms when needed.
- All other duties as assigned.

To Apply:

For consideration, apply online at

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.