



Director of TWIGS & Community Engagement Baltimore City Public School Position

The Baltimore School for the Arts, a pre-professional public arts high school in Baltimore, MD, seeks to hire an exceptional and highly qualified director for its free after-school program for elementary & middle school children of Baltimore City (Baltimore City Public School System position).

Essential Functions:

- Represents BSA/TWIGS effectively and consistently with its various constituencies by expressing its mission and vision; its successes and its unique aspects
- Monitors and follows Strategic Plan goals and objectives for BSA/TWIGS & Community Engagement
- Reports data with BSA's Foundation and Grants writer for annual report of the various programs with documentation to include but not limited to:
 - ❖ Attendance, high school acceptance rate, TWIGS Audition acceptance rate, demographic information, school, neighborhood and community information
 - ❖ Review of all goals and objectives in the Strategic Plan
 - ❖ All adjustments and changes to program annually
- Engages and supervises faculty and staff of BSA/TWIGS & Community Engagement
 - ❖ Supports Department heads in hiring practices of faculty and staff
 - ❖ Supports Department heads in providing training to new staff members including:
 - Information on developmental levels of children at various ages in arts programs
 - Model class lesson plans
 - Policies and practices of BSA/TWIGS, measures of success & evaluations for teachers and administration
- Oversees the progress of new student database to give ability to provide long-range results data to support analysis of the effectiveness of BSA/TWIGS & Community Engagement
- Completes budgetary planning & regular, frequent monitoring of all financial aspects of BSA/TWIGS & Community Engagement
- Develops robust partnerships with:
 - ❖ Schools
 - ❖ Organizations
 - ❖ BCPSS
 - ❖ Foundations and other supporters

Day to day responsibilities include:

- Communication with TWIGS families
- Communication with BSA/TWIGS administration, foundation, and board
- Monitoring enrollment, classes, and student behavior
- Communication with and visits to schools in BCPSS
- Coordinating and supporting BSA events, i.e., Expressions, Nutcracker, School matinees
- Developing programming for Engagement
- All aspects of the enrollment and audition process
- Analyzing and gathering data and demographics for grants and other needs
- Supporting needs of faculty and staff
- Supporting needs of high school (as a full time BCPS faculty member, certain responsibilities are inherent) i.e, mentoring high school students, Equity Leadership Team

Interested applicants should send a resume to the attention of the executive director Roz Cauthen at rcauthen@bsfa.org.

The Baltimore School for the Arts actively strives to be a diverse and inclusive community in its educational, admission, and employment practices. We do not discriminate on the basis of race, color, national or ethnic origin, age, religion, sexual orientation, gender identity and/or expression, disability, or any other characteristic. We seek candidates who demonstrate sensitivity, knowledge, and understanding of the diverse backgrounds of community members; have an ability to work flexibly, independently, and collaboratively in a fast-paced environment with individuals from a diverse set of backgrounds; and have a capacity to serve as a model of openness, generosity, and acceptance.