The Baltimore School for the Arts, a pre-professional public arts high school in Baltimore, MD, serving 450 students in grades 9-12, seeks to hire an Academic Program Manager.

The BSA Academic Program Manager is a job with many daily and long-term tasks.

It includes a broad range of administrative duties supporting instruction including but not limited to:

1. Preparing testing material and proctoring (state, AP, PSAT/SAT), assisting and planning school events including but not limited to back-to-school night logistics and alternate schedules for school days with events.
2. Working with the AP for Academics to schedule and facilitate articulation visits to middle schools around the city as well as arrangement of placement testing for incoming students.
3. Producing quarterly grade reports and posting honor rolls at the quarter mark and Dean’s List at the semester mark.
4. Assigning lockers and keeping a record throughout the year.
5. Primary point of contact with academic staff and school substitutes for teacher absences and covering classes as needed.
6. Handling supply requests and copier repair orders.
7. Data entry and knowledgeable in Google Suite.
8. Helping the National Honor Society coordinator facilitate meetings, events, and tutoring sessions
9. Collecting and inputting service learning hours forms from students. Keeping a record of those entries.
10. Helping the AP for Academic use the communication platforms like Classroom Parent and Infinite Campus to disseminate pertinent information to families and other stakeholders
11. Using Infinite Campus as a LMS to help input attendance for classes as asked by the AP for Academics

This job is via the Baltimore School for the Arts Foundation and is approximately **36 hours per week** at a rate of $25/hour.

Interested applicants should send a resume to the attention of **Assistant Principal, Tom Askey** at taskey@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.*