



The MATHS public charter school in Baltimore City is seeking a talented, accomplished and highly motivated individual as an **Assistant Principal** for its middle school program. The Assistant Principal will be responsible for the operations of a school with over 180 students and approximately 15 staff. The Assistant Principal will report to the Principal and the school's Board of Directors.

The responsibility areas of the incumbent will include the following:

Instruction Leadership

- Provide effective instruction leadership to teaching staff with a focus on student achievement
- Develop thorough knowledge of middle school curriculum, instruction and assessment among teachers and staff
- Lead standardized testing initiatives with special emphasis on data-driven instruction
- Assess quality of classroom instruction

Staff Development

- Guide personal and professional development of teachers and staff
- Manage human resources effectively to ensure a productive work environment
- Help develop trainings and workshops to address needs of teachers and staff

Student Management

- Maintain a caring and consistent relationship with students
- Ensure that student behavior is consistent with school wide policies and working with staff to provide necessary interventions.

School Operations

- Coordinate school operations including staffing, scheduling and student movement
- Maintaining accurate records and data
- Maintaining a safe and orderly physical environment
- Upholding all state and district laws and policies

Parent/Community Involvement

- Establish and maintain close relationship with families and community organizations, seeking to increase parent involvement
- Develop a caring school community leveraging resources from multiple stakeholders including volunteers, corporations and non-profits.

Minimum Requirements

- Graduate degree in education related field from distinguished university
- 3-5 years of teaching experience in an urban setting
- 3-5 years of progressive leadership experience in a middle school
- Professional certification

To Apply

Send resume and cover letter to:

Bevin Philip

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