

## **Job Description Principal Baltimore Design School**

### ***Who We Are***

Baltimore Design School (BDS) is a Baltimore City public transformation school that offers a comprehensive college preparatory program that integrates design throughout the academic curriculum and provides Career and Technology Education (CTE). BDS fosters creativity and develops the academic and critical thinking skills of 6<sup>th</sup> through 12<sup>th</sup> grade students and prepares them for admission to college and careers in the design fields of Architecture, Fashion and Graphic Design. The program is conceptually grounded in design and features explorations, projects, concentrations, and electives designed to build practical hands-on skills in concert with a rigorous academic program. The program is also committed to developing the capacity of each student to perform at or above grade level in all areas, especially math and English.

The School began in Fall 2011 with 150 students. BDS serves an urban population and is expected to have approximately 529 students for the 2021-22 school year. 98% of BDS students graduate on time, and 100% are accepted into college. In SY 2020-21, 75% of 11<sup>th</sup> and 12<sup>th</sup> grade students took at least one advanced placement (AP) class. BDS students have been accepted to design institutions, selective colleges and universities, including Carnegie Mellon University, Maryland Institute College of Arts (MICA), Howard University, Morgan State University, Parsons School of Design, and the Savannah School of Art and Design. BDS students benefit from a formal partnership with MICA and a dual enrollment program with Baltimore City Community College (BCCC). Students pursue their education and careers informed by the value of design thinking as a way of living a productive, creative and meaningful life.

BDS is operated by a separate non-profit organization, Baltimore Design School, Inc., with its own board that provides oversight to the school, subject to its contract with BCPS. Board members are committed to raising supplemental funding necessary to support the school, as well as creating partnerships with design professionals, colleges and universities, and community organizations.

Housed in a national award-winning, renovated facility in the Station North Arts and Entertainment District, the Baltimore Design School is a place where students' artistic and design talents are cultivated and appreciated. Together with our innovative and integrated academic program, Baltimore Design School's mission is to develop well-rounded students who are critical thinkers and creative problem-solvers. Baltimore Design School strives to be a model for design education.

### ***The Principal Position:***

The Principal will serve as Baltimore Design School's educational leader and chief advocate for its unique mission. Specifically, the Principal will be responsible for articulating and implementing a vision and philosophy for the program consistent with the mission of Baltimore Design School. Achieving academic excellence will require the Principal to work collaboratively with the Board of Trustees and faculty to develop a rigorous, innovative academic program that complies with all State and local educational requirements. The Principal will also oversee the School's administrative operations, facilities and finances, and will report to the Board of Trustees and the CEO of Baltimore City Schools. Additionally, the Principal will participate in raising funds and generating support for the School from design professionals, corporate partners and the community at large.

The Principal will:

1. Work with the Board of Trustees, faculty, staff, Baltimore City Schools and the community to successfully fulfill Baltimore Design School's mission of preparing its students for college and careers in design.
2. Set strategic priorities to advance the School's mission and oversee the ongoing assessment of programs, curriculum, staffing, and student services.
3. Supervise and guide all aspects of the academic program, which shall be designed to challenge, support and prepare students at all academic levels. Oversee the design program and the integration of the arts into the academic curriculum.
4. Articulate the academic and design mission for faculty members and staff. Promote such mission through definition and communication of roles and responsibilities, effective recruitment, hiring and evaluation of academic faculty and career professionals, and provision of professional development opportunities.
5. Develop partnerships with students and parents to encourage academic achievement.
6. Actively participate in and oversee student recruitment, admissions, retention and attendance.
7. Oversee all aspects of financial management, making strategic use of the resources allocated to the school.
8. Work with the Board to prioritize and articulate the school's needs in order to raise the supplemental funds necessary to ensure the highest quality education and experiences for all students.
9. Work with the Board of Trustees to develop partnerships with local design firms in order to provide professional experiences for students.

Additional responsibilities include:

1. Communicating regularly with the Board of Trustees regarding academic and design achievements, needs, and general operations, and engaging them to guide and support the work of the School.
2. Overseeing the academic and design instructional programs and encouraging innovative strategies consistent with research and trends in interdisciplinary education.
3. Reviewing and evaluating academic and arts programs at least annually and formulating strategic goals for improvement.
4. Establishing the annual master schedule for the academic instructional programs, ensuring sequential learning experiences for students and satisfaction of all academic requirements of the Baltimore City Public School System and the Maryland State Department of Education.
5. Ensuring that teachers and students have adequate time and resources to function efficiently, effectively and professionally in top-quality, well maintained facilities, with appropriate instructional material and equipment.
6. Implementing effective discipline and attendance systems and ensuring a safe, orderly learning environment by holding students to clear behavioral standards as established by the Code of Conduct.
7. Maintaining a culture of respect and accountability among the School's students, parents and faculty.
8. Maintaining open lines of communication with School's faculty, parents, and students, with regular correspondence via electronic, written and telephone messaging.
9. Maintaining accurate student records that meet the standards of the Baltimore City Public School System and the Maryland State Department of Education. Additionally, maintaining accurate statistics as needed on students and using data and test scores to inform the academic planning process.
10. Supervising and supporting student assistance programs, identifying and addressing special needs of students including academic support interventions, health-related concerns, and physical and emotional concerns.
11. Developing and managing the annual operating budget from Baltimore City Schools.
12. Serving as an eloquent, impassioned spokesperson for the School and for design education.

## ***Qualifications***

The Principal should have an understanding of and commitment to design thinking. The Principal should also have a strong belief in and understanding of public education and a willingness to take on the leadership challenges of protecting and advocating for the School's unique mission and standards within an urban school system. Desired qualifications include:

- Teaching experience at the middle or secondary school level preferably in an urban public school district or in a district with an ethnically diverse population.
- Substantial school-based administrative experience.
- Maryland State Department of Education Advanced Professional Certificate or eligibility for MSDE certification.
- Proven organizational, management, leadership, supervisory and interpersonal skills that ensure effective team building.
- Proven capacity to nurture and empower teachers, cultivating a culture of teacher leadership, innovation and excellence.
- Experience in interpreting and analyzing data, implementation of instructional practices, and curriculum alignment.
- Demonstrated ability to develop a culture of respect with diverse populations, teachers, parents, and community members, including demonstrated expertise in building and maintaining effective working relationships.
- Excellent verbal and written communication skills, including the ability make effective presentations to diverse audiences.
- Proficiency in the use of technical computer applications.

## ***Compensation and Benefits***

The Board of Trustees will work closely with Baltimore City Public Schools' Office of Human Capital to provide a salary that is within City Schools' guidelines and is commensurate with background and experience. Baltimore City Public Schools also provides excellent health benefits that include vision, dental and prescription drug coverage; State of Maryland teachers' retirement benefits; and life insurance.

The Baltimore Design School is currently accepting applications for the Position of Principal.

**How to apply:** Send cover letter and resume by email to [job@baltimoredesignschool.com](mailto:job@baltimoredesignschool.com).

No phone calls please.

*Baltimore Design School is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.*