Job Title: President and Chief Executive Officer
Organization: ***Baltimore Curriculum Project***
Reports to: Board of Directors
Date: January 30, 2012

The ***Baltimore Curriculum Project (BCP)***, the non-profit operator of four public neighborhood charter schools in East Baltimore, is seeking an outstanding individual to become its next President and Chief Executive Officer. The ideal candidate will have extensive experience in public elementary and middle school education and the skills necessary to maintain productive external relationships with Baltimore City Public Schools, funders and school communities. The candidate will be an energetic individual with strong management and leadership skills and a keen interest and passion for working with the diverse students, teachers and administrators of the four BCP schools. BCP is a small, successful and growing organization. The new President must be a hands on leader.

Duties and Responsibilities

Educational Leadership – Schools

- Keep abreast of current educational research on curricula and practices;
- Revise BCP instructional methods and curricula when necessary;
- Oversee recruitment, training and professional development of and supervise the work of school principals, teachers, trainers and other school personnel;
- Monitor school climates with the goal of providing environments where students are happy and productive, morale is good and teacher and staff retention is high;
- Work with BCPS personnel to ensure dedicated, high-quality staff at every BCP school;
- Provide sound financial management for each BCP school;
- Monitor the development and implementation of school schedules;
- Monitor and advise on the academic placement, performance of students;
- Provide current information about curricula, teacher training and testing materials so that every BCP student can reach his/her highest achievement level and make maximum academic progress;
- Ensure that BCP policies are logical, inclusive, effective, understood and observed by all employees;
- See that BCP school employees understand and follow State and Local school board policies;
- Maintain positive relationships with the BCP school communities; and
- Maintain positive relationships with the Baltimore City Public School Administration and Board and with administrators and Board of the Maryland State Department of Education.

Administration and Management – BCP Office

- Recruit, train and supervise central BCP staff, which currently numbers eleven;
- Develop and implement comprehensive, understandable organizational policies and procedures;
- Develop and implement annual budget and maintain sound financial practices, including some fundraising; and
- Oversee management of the BCP office.

Board Relations

The BCP President is hired by and is responsible to the Board of Directors. The President shall:

- Work with the Board to set overall policy consistent with BCP's mission;
- Help develop, implement and monitor the progress of the strategic plan;
- Work with the Finance Committee to develop an annual budget for BCP and for the BCP schools and to establish budget guidelines and oversee the audit;
- Regularly report to the Board about all aspects of the BCP program and the fiscal condition of the organization and the BCP schools;
- Work with the Board to assure that relationships with the Baltimore City Public Schools Administration and Board and the State Board of Education remain positive;
- Involve the Board in development activities that ensure adequate resources so the organization can fulfill its mission;
- Jointly, with the President and Secretary of the Board conduct BCP's official correspondence of the organization and with designated officers, execute legal documents;
- Communicate any financial, programmatic or personnel problems to the Board Chair immediately; and
- Provide staff support to the Board committees.

Candidates must have earned a masters degree or higher and possess extraordinary educational management experience, practical experience working in a management or teaching role in an elementary or middle school setting and extensive knowledge of current educational research.

The ***Baltimore Curriculum Project*** offers a competitive salary commensurate with experience and qualifications, attractive benefits and a congenial workplace.

For additional information about the position and the Baltimore Curriculum Project visit www.baltimorecp.org

Please send cover letter and resume electronically to bcpsearchcommittee@yahoo.com . No phone calls please.

Preferred start date is July 2012 (no later than June 2013). Interviews will begin by March 2012. The position will remain open until filled.

The Baltimore Curriculum Project is an equal opportunity employer.