



BALTIMORE CURRICULUM PROJECT

Position: Program Manager

Summary: The Program Manager will work in collaboration with BCP staff to implement the new BCP Education Center that will provide after-school and summer school tutoring services to elementary and middle school students from the surrounding neighborhood. The Program Manger will oversee the day-to-day operations of the Education Center.

Responsibilities:

- Accountable for ensuring BCP's Education Center maintains a safe learning environment for students that meets all City and State safety requirements and applicable laws.
- Maintain orderly records, including but not limited to student registration and enrollment, tutor schedules with appropriate student to teacher ratios, attendance logs, individual students' Lesson Progress Charts (LPC), progress reports, and other communications home to families.
- Oversee the use of CHAMPS and Restorative Practice by tutors to help with behavior management and establish a positive classroom environment.
- Trouble shoot any student related issues as they arise. This may include use of strategies to motivate families and students around attendance and participation issues.
- Recruit students and families to enroll in the afterschool and/or summer program, including creation of all relevant marketing materials, posting announcements, holding information sessions, and answering families' questions.
- Collaborate closely with community partners and neighborhood schools to identify and recruit students and families.
- Hire, train, supervise, and evaluate Tutors.
- In collaboration with the Director of Academic Affairs, oversee the professional development needs of Tutors and maintain a current knowledge of Direct Instruction curriculum and assessments.
- In collaboration with the Human Resources Administrator, ensure Tutors timesheets are accurately completed and submitted to Payroll on time.
- In collaboration with the CFO, develop and manage the Education Center's annual program budget.
- In collaboration with the Grants & Special Projects Coordinator, assist in preparation of funding proposals and necessary reports to funders.
- In collaboration with the Director of Operations, to evaluate the program's success through both qualitative and quantitative measures.

- Assess programming needs, e.g. adding a parent education component.
- Order, track and maintain all equipment and supplies used by the Education Center.
- Help to fulfill BCP mission through other activities and assignments as necessary.

Required Skills/Experience:

- Passion for education and urban youth
- Reliable, organized and punctual
- Knowledge of effective academic intervention programming, specifically Direct Instruction
- Strong leader and team-builder
- Ability to resolve conflicts and negotiate solutions
- Ability to establish and maintain effective working relationships with program staff and school partners
- Excellent communication (oral and written) and interpersonal skills with proven ability to interact with a diverse range of individuals both in person and over the phone, applying tact and discretion as situations demand
- Must have excellent organizational, time management and follow-up skills
- Must be able to clearly articulate outcome requirements and provide the necessary and appropriate resources and support for Tutors to successfully deliver on objectives
- Ability to set priorities and meet deadlines
- Must demonstrate ability to manage multiple priorities simultaneously

Qualifications:

- Bachelor's degree required with preference in Education, Psychology, or Social Work
- Prior work experience in urban education, including supervisory experience
- Teaching and after school management experience preferred
- Bilingual Spanish/English preferred
- Fingerprint and background check clearance mandatory
- COVID-19 vaccination mandatory prior to hire

This position reports to BCP President, Laura Doherty and should keep all BCP staff informed of pertinent site information, including any challenges in fulfilling responsibilities.

Hours: Full-time, 40 hours a week. Sept-June M-F 11:00am-7:00pm; summer hours M-F 8:00am-4:00pm
Some weekend and evenings may be required

Salary: Commensurate with education and experience; between \$50,000- \$70,000

Start Date: March 2022

Interested applicants should email their resume and cover letter to bcpinfo@baltimorecp.org