



Creative City Public Charter School Instructional Support Staff

Posted: 2/18/21

Apply by: 3/26/21 ** deadline extended **

Reports to: Principal or Principal's designee

Hours: 8:00am to 3:10pm, M-F

Full-time, Ten-month position

Starting Salary Range: \$35,000 - \$38,500, dependent on experience. Additional opportunities for supplemental income in after-school / summer programs may arise.

Health benefits available.

Position to begin immediately

Creative City Public Charter School is seeking an Instructional Support Staff member to assist in the implementation of our instructional model. The education, welfare, and safety of our children dictate the core job responsibilities of this unique position. Flexibility in daily assignments and willingness to respond to the daily needs of our school program are workplace expectations. Commitment to the mission, educational program and operational philosophy of Creative City Public Charter School is an essential employment requirement.

Our Instructional Support Staff:

- Are committed to using the built & natural environment of Baltimore as a foundation for learning,
- Embrace and support the values of arts-integrated instruction, project-based learning, and child-led exploration, and
- Are committed to supporting all students in their academic, social, and emotional development.

A note about instruction during COVID: Creative City Public Charter School will return to in-person learning with our students on April 12, 2021. The individual filling this role will join their colleagues in supporting instruction physically at our school building. Creative City follows rigorous health & safety protocols for in-person interactions during COVID.

Job responsibilities include but are not limited to the following:

- Develop and implement individual and small group instructional strategies with the classroom teacher's direction.
- Develop and implement behavioral intervention strategies for individuals or small groups of students with the classroom teacher's and/or grade-level team's input and direction.
- Participate in team planning with the assigned teacher(s) and/or grade level team(s) to ensure a team-based approach where both input and feedback are valued.
- Support and manage student lunch periods, recess, breakfast, and dismissal as assigned
- Support resource teacher's classrooms and/or any other principal-directed assignments
- Serve as first choice for substitute teacher in the event that a classroom teacher on the team is absent, and/or on other teams as assigned by school administration
- Share responsibility for managing and eliciting student responses to the values and expectations that underpin student's daily school life experiences.
- Fully participate in planning and implementation of school-wide improvement goals
- Engage as a member of at least two school-based committees
- Occasional evening or Saturday work commitment

Job Qualifications:

- Bachelor's Degree preferred
- Coursework in elementary education preferred; a candidate who is working towards their teaching certification is ideal
- Excellent communication skills
- Excellent attendance record in past professional roles
- Committed to teamwork
- Experience working in an urban setting with elementary-aged youth
- Possession of a deep set of successful strategies for guiding large groups of children
- Understanding of the social, academic, emotional and physical needs of children
- Understanding of equity issues in education, and active self-reflection of one's own implicit bias
- Positively responds to changes in daily job responsibilities on a moment's notice
- Team player who is willing to perform any task or assignment necessary to support the school climate, children's safety and wellness, and specific classroom needs
- Capable and willing to handle a wide range of management and instructional assignments on a moment's notice

Other Details:

- Employed via the school's non-profit operator, Creative City Public Charter School Foundation

- 10-month contract subject to renewal annually
- Hiring preference for any supplemental after-school or summer employment opportunities that may arise at our school
- Reports on a daily basis to the classroom teacher(s) with whom they are assigned
- Ultimately accountable to, and evaluated by, the school Principal
- Group medical plan available
- Compensation commensurate with experience

To apply, please send resume and cover letter to CreativeCityHiring@gmail.com with “Instructional Support” in the subject line. No mailed or walk-in resumes, please.