



The Mission of Bluebird Education Network is to be a place where children thrive with families, caregivers, staff, and neighbors engaged in a practice of whole-child education. By teaching and learning from one another, we embrace unique identities and cultivate an atmosphere of love. Our vision is to produce life-long learners, healthy families, and strong neighborhoods.

Bluebird Education Network operates two charter schools in Baltimore, Maryland: Clay Hill Public Charter School and Patterson Park Public Charter School. Both schools are community-founded schools driven to academic excellence and devoted to a whole child philosophy in a diverse setting. It is our privilege to serve a diverse community and our responsibility to foster inclusivity.

This is a full-time position with an in-person work schedule. The specific hours for this position are flexible.

POSITION SUMMARY

PPPCS is looking for staff members who love children, align with our mission of providing a whole-child education with an equity lens, and have the skills to develop life-long learners. This is an exciting opportunity to join a passionate community serving children in Baltimore City at a unique time in our development, with meaningful opportunities to grow along with our organization.

The PPPCS PreK Program Director will be responsible for leading the expansion of PreK at PPPCS from 40 PreK4 seats currently to 60 PreK4 seats by 2027 and 40 PreK3 seats by 2028. The PreK Program Director will be responsible for collaborating with current staff to set a vision for PreK that is in alignment with MSDE Accreditation Standards and ensuring all aspects of program launch – from student recruitment to procurement - run smoothly. The PreK Program Manager will also be responsible for ensuring that PPPCS PreK achieves Accreditation with MSDE and is entered into Excels at a Level 3 or 4.

COMPETENCIES

Demonstrate knowledge of:

- High-quality instruction in PreK
Maryland State Department of Education Accreditation Standards

Demonstrate ability to:

- Develop strong relationships with adults
- Be flexible and adjust to changing priorities and schedules
- Effectively communicate orally and in writing
- Work under pressure while maintaining a positive and calm disposition and outlook
- Take initiative and work independently
- Serve with a high level of commitment and reliability

QUALIFICATIONS

- Experience implementing high expectations for all students and a whole child approach
- Experience cultivating positive relationships with students, families, staff, and external constituents (ie: grant funders)

- Proficiency in Spanish preferred



RESPONSIBILITIES

Duties may include, but are not limited to:

- **Academic Model Development and Continuous Improvement:** develop PreK program in alignment with Maryland State Department of Education Accreditation standards.
- **Advancement of a Culture focused on Academics and Equity:** promote strong academic culture within sphere of influence ensuring PreK team focuses all efforts on achieving ambitious goals for kindergarten readiness.
- **Student Supports:** incorporates practices that support students' behavioral, social, and emotional development
- **Resource Alignment:** allocates resources throughout the program to ensure that program vision can be implemented in line with academic model. Manages grant budgets including procurement, expense tracking, and collaborates with Director of Finance for timely submission of grant financial reporting.
- **Community Engagement:** Collaborates with Enrollment and Marketing manager to meet student recruitment targets by sharing information about the program with a target audience.
- **Community Engagement:** Seeks input from academics team leaders, school leaders, and other key constituents in making effective decisions
- **Program Compliance and Evaluation:** Defines and monitors key metrics to measure program effectiveness and ensuring compliance with all relevant grant deliverables.
- **Professional Development:** structures, sequences, and delivers program-specific professional development to ensure effective program implementation. Delivers feedback and hard conversations with program staff

EDUCATION REQUIRED

- Bachelor's degree required.

Notice of Nondiscrimination

Bluebird Education Network and Baltimore City Public Schools do not discriminate on the basis of race, color, ancestry or national origin, religion, sex, sexual orientation, gender identity, gender expression, marital status, disability, veteran status, genetic information, or age in its employment.

TECHNICAL SKILLS REQUIRED

- Proficiency with Google Documents and Microsoft Office Suite.
- Experience managing State or Federal grants.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

To perform this job successfully, an individual must be consistently able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required for this position. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

This position involves sitting or standing for extended periods of time. While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to



stand; walk; bend knees; sit for extended periods of time; use hands to finger, handle or feel; and reach with hands and arms, and visual acuity to decipher color, accuracy, and neatness of work. This position requires the ability to occasionally lift office products and supplies up to 20 pounds.

The above description is not intended to be an exhaustive list of all duties, responsibilities or physical demands associated with this position. Duties and responsibilities and physical demands may change at any time with or without notice.

The noise level in this environment varies at times and may become loud depending on the activity and time of the day.

COMPENSATION & BENEFITS

This is a grant-funded position. The starting salary for this position is \$70,000.

WORK LOCATION: The work location for this position is 27 N. Lakewood Avenue.

TO APPLY:

We are committed to including individuals with diverse perspectives and experiences in our decision-making processes because it is integral to achieving academic excellence, challenging inequality, and combating biases. We place a special importance on recruiting, hiring, and retaining staff that shares similar racial or ethnic backgrounds or life experiences as our students. We are dedicated to ensuring diversity in our curriculum and in our learning spaces.

To apply for this position please submit a resume to jobspppcs@bluebirdnet.org