



Director of College Prep Programs and Advancement

<https://www.baltimorecollegiate.org/administrative-careers>

Baltimore Collegiate School for Boys is seeking an exceptional Director of College Prep Programs and Advancement to manage the high school placement process during the school year, and to lead our flagship summer enrichment program: Prep@Collegiate.

The Director will bring to the work of high school placement significant experience in administration, demonstrated commitment to single-sex education, a collaborative orientation to teachers and other staff, and the skills and personality to connect with and support BCSB parents and students as they make key educational choices about their futures; s/he is a student advocate, a mentor, and a life coach. BCSB alumni currently attend regionally- and nationally-recognized boarding, independent, and public schools; the Director will lead a significant expansion of our boys' reach, as well as the support available to them in the process.

The Director will also take charge of BCSB's summer enrichment program, Prep@Collegiate. S/he will have a strong track record of translating vision into action, and will demonstrate an unwavering commitment to this urgent work. Over the course of the academic year, the Director will: develop a budget and a strategic communications plan; negotiate with vendors (e.g., securing classroom space and arranging F&B at a local college); recruit, hire, and train faculty & staff; develop and execute a plan to attract applicants; manage the application process for participants; facilitate curriculum development; plan and deliver professional development for faculty and staff; and develop & revise program policies as needed. During the summer, the Director be a highly visible leader, engaged at every level of daily operations: welcoming students and parents; supervising and mentoring staff; documenting daily events, and integrating that documentation into the strategic communications plan; dealing with disciplinary issues (as needed); and maintaining relations with a wide array of stakeholders.

This is an extraordinary opportunity for the right leader.

About Baltimore Collegiate School for Boys /Prep@Collegiate

Baltimore Collegiate School for Boys is an all-boys, tuition-free, college prep public charter school for Baltimore students. We seek out and advance the next generation leaof young men who, through the finest liberal arts education possible, will become responsible citizens that lead and serve in our community, the nation, and the world. Our mission is to ensure that all of our students will have the opportunity to attend a four-year college or university and become men of great character. We expect our staff to work relentlessly to develop strong relationships with our boys and support them to develop their academic skills, self-motivation, creativity, and character. Now in its fourth year of operation, BCSB's students have consistently outperformed Baltimore City Public School students in Math and English Language Arts. Baltimore Collegiate is operated by the Five Smooth Stones

Foundation, Inc., a non-profit organization committed to transforming a generation of young men in Baltimore and beyond.

Baltimore Collegiate is located in Baltimore, Maryland. In SY2019-2020, Baltimore Collegiate will serve 480 male students in grades four through eight, and is engaged in strategic growth planning to add high school and early elementary grades over the next several years. Our vision is to have a pipeline of well-educated boys from Kindergarten through Grade 12, and to support Collegiate Scholars to—and through—college.

Prep@Collegiate is an intensive, four-week academic and cultural enrichment program serving the next generation of Baltimore's leaders: high-achieving and highly-motivated middle-school boys, on track to become competitive applicants to the nation's most selective universities. This dynamic summer program also serves as a curricular and pedagogical laboratory for the Baltimore Collegiate School for Boys.

Responsibilities:

Placement:

- Creating a culture of rigor and success among 7th- and 8th-graders through workshops, lessons and activities throughout the school year.
- Building relationships with individual students and families to identify their best-fit high school choices among public, private and/or parochial options.
- Developing resources and facilitating workshops for families and students to support them in the process of choosing the right high school.
- Meeting with school officials, deans, advisors, school counselors and other appropriate personnel who have knowledge of student progress on a regular basis, and meeting with the parents of assigned students on an as needed basis.
- Providing intensive, one-on-one support for each student's application process, including assistance with application essays and financial aid applications, as well as writing student recommendations.
- Working closely with 7th- and 8th-grade faculty to identify students' strengths and weaknesses, and address students' needs in relation to the high school application process
- Monitoring academic and social progress of assigned students by means of careful, regular collection and review of grades, comments and disciplinary records; maintaining a written record of the problems and progress of each student, including mid-year and end-of-year reports; and recommending students for tutoring and after-school study halls and monitoring their progress.
- Cultivating relationships with the nation's top boarding schools, outstanding regional independent schools, and competitive public schools in Baltimore; organizing campus visits, as well as a High School fair on BCSB's campus.
- Keeping the BCSB Leadership Team informed about significant problems impacting assigned students (e.g., concerns which may threaten the student's good standing at a school), as well as emotional issues (such as severe unhappiness, anxiety, or a sense of isolation at school).
- Assisting in the planning, organization, and supervision of enrichment activities; keeping assigned students informed about activities and opportunities at BCSB, and counseling appropriate students to take advantage of these opportunities.

- Maintaining ongoing relationships with BCSB alumni, including coordination of the Alumni Network and leadership of Alumni retreats/co-curricular enrichment programming.
- Attending ongoing Professional Development opportunities (both within and beyond BCSB).

Prep@Collegiate:

- Recruiting, hiring, and supervising faculty and staff for Prep@Collegiate
- Working collaboratively to develop summer curriculum (with a strong emphasis on character education & social/emotional learning).
- Planning extensive co-curricular programming and events.
- Crafting and managing budgeting/procurement process.
- Ensuring extensive photo/video documentation of programming.
- Managing marketing of program, with a particular emphasis on its social media presence.
- Communicating effectively and proactively with a variety of audiences: students, families, staff, donors, partners (e.g., host university), and vendors.

Desired Qualifications, Experience, and Competencies:

- Bachelor's degree required, advanced degree preferred.
- Experience with advising, mentoring, or teaching middle-school aged students, preferably in urban education.
- Experience attending, working with, or working for independent schools.
- Experience with access/opportunity work.
- Experience in program design.
- Significant supervisory experience & a track record demonstrating positions of increasing responsibility.
- Superior written and oral communication skills, excellent interpersonal skills, and an ability to communicate effectively at all levels of the organization and its partners.
- Impeccable judgement, profound compassion, a self-directed work ethic, and an abiding commitment to BCSB's mission.
- Commitment to meeting the unique social-emotional needs of urban male students.
- Demonstrated commitment to professional growth and reflection.
- Strong motivation and commitment to our boys' wellbeing and preparing them all for success in college.
- Excellent organizational skills, able to plan and manage multiple, competing priorities, ensure delivery to deadlines while maintaining attention to detail.
- Competent user of MS Office incl. Excel, Word, PowerPoint, Outlook; comfortable with databases and GoogleDocs.
- Flexible and adaptable (this role requires some evening/weekend work).

Salary and Benefits:

Baltimore Collegiate School for Boys offers a highly competitive package of compensation and benefits.

To Apply:

Please provide resume and cover letter regarding the applicant's qualifications for this position to careers@baltimorecollegiate.org. No calls please.

Note: Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Baltimore Collegiate School for Boys is an Equal Opportunity employer. Personnel are chosen on the basis of ability without regard to race, color, religion, sex, national origin, disability, marital status or sexual orientation, in accordance with federal and state law.