



ATTENTION: Job Posting

Open to all active members of the Baltimore Teachers Union

**In a program sponsored by the
Baltimore Teachers Union/Baltimore City Schools/City of Baltimore**

POSITION: B3 Advocate

Goals of Program/Position

- Expand enrollment in Baltimore City Schools (BCS) through recruiting new students and re-enrolling students who have left the system;
- Raise awareness of opportunities for high-quality educational programs and resources available to Baltimore City Schools students and families;
- Develop partnerships with community organizations and other allies that support Baltimore City Schools;
- Engage community leaders in activities to promote enrollment in Baltimore City Schools;
- Provide technical support to students/families wishing to enroll in Baltimore City Schools
- Provide information on Baltimore City Schools home-based and school resources; and
- Provide information on enrichment resources offered to BCS students and families by city agencies and outside organizations.

Job Requirements

- Possess excellent personal and written communication skills;
- Ability to quickly master Baltimore City Schools enrollment process and timelines;
- Ability to connect with Baltimore City Schools families in order to share information on community-based programs and resources, and more generally support parents in their quest for educational resources for their families;
- Attendance at periodic training and debriefing sessions;
- Availability to work a flexible schedule that maximizes contacts with students and families;
- Possess a valid driver's license, reliable transportation and availability to visit all neighborhoods throughout the city; and
- Willingness to voluntarily organize and participate in union or district sponsored activities – in addition to paid scheduled hours – in support of public education and Baltimore City Schools.

Eligibility

In order to be selected for this position, an applicant must be a member in good standing of the Baltimore Teachers Union and currently employed by Baltimore City Schools. Primary consideration will be given to applicants working as teachers, paraprofessionals or in other positions that require regular contact with students. In addition, applicants selected for the position must have completed a minimum of two years employment in Baltimore City Schools and have an excellent work record. If selected for the position, participants must agree to attend all program meetings and training sessions. Participants will also be required to meet on a regular basis with supervisors to discuss progress toward program goals and milestones, and to identify additional support/training to support their success in the position. Applicants must attend an initial 2-day training session in May. This position requires evening hours (5:00 p.m. through 8:00 p.m., Monday through Friday) along with a six-hour workday on Saturday (10:00 a.m. to 4:00 p.m.) for five weeks, June 19 – July 21, along with the two days of training in May.

Successful applicants will demonstrate a strong commitment to the mission of Baltimore City Schools and public education. Participants must agree to respect the confidentiality of information acquired during the performance of their duties.

Additional Expectations and Requirements

This position will require voluntary participation in union, school district and community activities in addition to home-visiting work performed during paid scheduled hours. These additional activities may include but are not limited to:

- Attendance at BTU meetings and events;
- Attendance at relevant school district sponsored programs;
- Participation in future political action meetings and activities that build support for Baltimore City Schools;
- Attendance at relevant community meetings to deepen community support for our public schools.

Salary/Benefits: \$30 an hour for a 21-hour work week; additional stipend for gas

Effective Dates: Applications must be received by April 21, 2017

How to Apply: Applications can be submitted to the Baltimore Teachers Union in person at 5800 Metro Drive, Baltimore, MD 21215, or via email at info@baltu.org

The BTU/BCS Public Education Family Advocate program is made possible through a partnership between the Baltimore Teachers Union, Office of the Mayor and Baltimore City Schools. Baltimore Teachers Union, the Office of the Mayor, and Baltimore City Schools are equal opportunity employers.