



Assistant to the High School Dean of Students 2020-2021

OUR MISSION

The mission of Boston Collegiate Charter School (BCCS) is simple yet ambitious: to prepare each student for college. We offer an academically rigorous college preparatory curriculum for 700 students in fifth through twelfth grades. 100% of our graduates have been accepted to college; the majority of them will be the first in their families to complete a college degree.

OUR VISION

All BCCS students will graduate empowered to choose their own directions, with options aligned with their passions and interests and with the critical thinking capability to choose wisely. They will be equipped not only to go to college, but to thrive there. They will have the skills and the leadership mindsets necessary to make an impact in their communities and beyond. To achieve this vision of our graduates, BCCS will be a leading school in academically rigorous, equitable, and inclusive educational practices in Boston. BCCS will create opportunities for each student to thrive and cultivate the unique talents that each student brings. BCCS will be a beacon of the twin pillars of scholarship and belonging, and thus a national model for what integrated education can look like at its best.

CURRENT OPENING

We are looking for a self-reflective, analytic, dedicated, and passionate Assistant to the High School Dean of Students who wants to join a dynamic and flexible High School team. This position reports to the High School Dean of Students. As a strong candidate for our position, you will...

Have knowledge of or experience in

- subject area expertise;
- child/adolescent development;
- interpersonal and organizational communication;
- measuring student academic achievement in tangible ways with the belief that data should drive instruction and that curriculum should be based on clear and rigorous standards;
- leading a diverse group of students in an academic or non-academic setting;

Be able and willing to

- speak authentically about the imperative for diversity, equity, and inclusion in schools;
- recognize how your identity impacts your ability to educate;
- willingness to take initiative;
- communicate and collaborate with colleagues, students, and families;
- actively contribute to the school and your position-based teams;
- consistently hold students accountable to academic and behavioral expectations;
- use data regularly to drive your instructional decisions;

Believe

- in the school's core values of: scholarship, belonging, passion, responsibility, and integrity;
- in Restorative Justice as the framework to hold students and staff accountable for their actions;
- that all students have strengths and gifts to share as well as growth areas to be honed by their educators;
- in the importance of feedback in the pursuit of continuous improvement;
- that everyone at a school should be held strictly accountable for their work: students, families, teachers, administrators, and Board members;
- in highest expectations for all students and not making excuses for them, the school, or staff;
- believe in building a positive school culture where respect, enthusiasm, effort, achievement, perseverance, community, and hard work are valued; and

Expect

- to be engaged in responsibilities related to your duties from 7:30-4:30 in any setting (i.e hybrid, remote, in-person)
- to assist with the coordination of assemblies, events, and other community-building activities and routines;
- to support the management of the school's discipline policies, assist in the facilitation of behavior plans as needed, and keep accurate discipline records;
- to work with students and families to ensure excellent attendance for all students;
- to attend weekly meetings/Professional Development and receive personalized coaching;

- to routinely communicate with families regarding truancy concerns; create plans to eliminate excessive absences and chronic lateness;
- to actively supervise hallways, bathrooms, and study hall when in-person;
- actively supervise in-person learning by ensuring students are logging into online classes;
- to support adherence to the uniform policy; and
- to assume responsibility of and coverage for students outside of the classroom commensurate with your position.

ADDITIONAL QUALIFICATIONS

- High School diploma required; associate's degree preferred; bachelor's degree highly preferred
 - a minimum of two years' teaching experience in an urban public school or charter school setting preferred, but not required
 - bilingualism in Spanish or Haitian Creole preferred, but not required
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JOIN OUR TEAM

To learn even more about working at Boston Collegiate Charter School, please visit our open positions via PDF, posted at <https://www.bostoncollegiate.org/careers/>. To formally apply, please submit an application at <https://forms.gle/Gg1WDnZdNkkEWqg29>. No telephone or email inquiries, please.

What Is Special About Teaching at Boston Collegiate Charter School?

Boston Collegiate Charter School is committed to...

A mission-driven environment with a track record of excellence for students and a focus on educating the whole child.

- The mission of Boston Collegiate Charter School is simple yet ambitious: to prepare each student for college.
- BCCS has a track record of excellence: it is the highest performing non-selective high school in Boston in terms of AP scores across a wide range of exams, it is the top-ranked Boston charter school in US News & World Report, and it has a 100% college acceptance for graduates rate since 2004.
- BCCS has a unique school population, labeled in one recent publication as “the nation’s most interesting school integration story,” with roughly 50% of our students identifying as white and 50% identifying as students of color; additionally, about half of our students qualify for free or reduced lunch.
- BCCS places a focus on social emotional learning for students through partnerships with local social-emotional learning organizations, and the school has a robust counseling team schoolwide.
- BCCS is highly sought after by families, with 20 times more applicants than available seats.
- 95% of our alumni who respond to our annual alumni survey answer that they feel sufficiently-prepared or over-prepared for college in their freshman year.
- BCCS is institutionally dedicated to promoting an inclusive environment for students, staff, and families.

A supportive and collaborative professional culture.

- BCCS offers a positive and supportive adult culture, emphasizing collaboration through dedicated office space, co-teaching opportunities, and professional development.
- BCCS teachers have authentic voice to improve the school: teachers co-create the evaluation rubric; teachers advise on compensation and school policy; and a teacher will sit on the board of Trustees this fall.
- BCCS is family-friendly, offering onsite daycare and flexible schedules when possible.

Teacher development and growth.

- BCCS gives teachers autonomy to design their own courses and collaborate with other educators across the city through formal partnerships funded by grants.
- BCCS prioritizes letting teachers focus on teaching and student achievement; a dedicated teaching support team, including a Dean of Students and operations staff members, supports discipline and administrative work.
- BCCS supports teachers in developing their craft: experienced principal team with training in teacher development; frequent coaching meetings with experienced instructional team; veteran teaching staff coaching their peers.
- BCCS provides a career pathway for teachers, including leadership and mentorship opportunities.

Competitive compensation and benefits.

- Sustaining a vibrant teaching culture through compensation is a focus for BCCS.
- BCCS is committed to teachers staying long-term and believes that strong veteran teachers are irreplaceable: Year of Service bonuses are offered at Year 10, 15, and 20.
- BCCS has in place a teacher compensation scale for transparency among teacher salaries, with larger increases in years 3, 4, and 7, and moderate increases in all other years.
- BCCS provides opportunities for teachers to earn additional compensation stipends, including through teacher leadership opportunities, covering extra classes, or as an athletic coach.
- Deductibles for health insurance are reimbursed by the school; disability insurance is paid for by the school.

