



High School Dean of Students 2022-2023

OUR MISSION

The mission of Boston Collegiate Charter School (Boston Collegiate) 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 Boston Collegiate 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, Boston Collegiate will be a leading school in academically rigorous, equitable, and inclusive educational practices in Boston. Boston Collegiate will create opportunities for each student to thrive and cultivate the unique talents that each student brings. Boston Collegiate 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.

OUR STRATEGIC FOCUS AREAS

Boston Collegiate is striving to be an anti-racist school that knows that every student should feel seen and heard in who they are and have access to an excellent education. Boston Collegiate is committed to the long term work of dismantling systems of oppression and inequity in our community. Please refer to our [2020/2023 DEI Strategic Plan](#).

CURRENT OPENING

We are looking for a self-reflective, analytic, dedicated, and passionate High School Dean of Students who wants to join a dynamic and flexible High School team. This position reports to the High School Principal.

As a strong candidate for our position, you will be eager to...

- Provide exemplary leadership to all members of the school's community in establishing a positive, structured, achievement-oriented, inclusive, and creative school culture and in achieving the school's mission of preparing each student for college;
- Coordinate community building, including but not limited to assemblies, events, and other activities and routines;
- Manage the school's discipline policies, and keep accurate discipline records;
- Serve as the point person for all behavioral concerns, and assist teachers, students, and families in the effective creation and implementation of individual behavior plans;
- Observe classes to give teachers feedback on classroom culture;
- Coach teachers to improve their instructional practice, especially as it relates to issues of relationships with students, classroom management, and school culture;
- Implement the high school's incentive and discipline policies, by enforcing clear and consistent consequences as well as implementing restorative justice practices;
- Lead induction of 9th grade students as well as new 10th grade students with the 9th grade team;
- Lead staff efforts and work with students and families to ensure excellent attendance for all students;
- Supervise routine communication with families regarding truancy concerns; create plans to eliminate excessive absences and chronic lateness;
- Serve as point person for all High School students and families regarding academic and behavioral performance and progress; and
- Other such duties as the High School Principal may from time to time request commensurate with the Employee's position.

As a strong candidate for our position, you will...

Have knowledge of or experience in

- high school level subject area expertise and child/adolescent development;
- leading a diverse group of students in an academic or non-academic setting;

Diversity, Equity, and Inclusion

- speak authentically about the imperative for diversity, equity, and inclusion in schools;
- be committed to learning about and practicing anti-racist work;
- recognize how your identity impacts your leadership;
- be committed to practicing restorative justice when it comes to building relationships and addressing grievances against the school community;

Boston Collegiate is an equal opportunity employer. Accordingly, we make employment decisions without regard to race, color, religion, national origin, age, gender, gender identity, sexual orientation, veteran status, genetic information, disability or any other classification protected by applicable local, state or federal law. Boston Collegiate is committed to building a supportive and inclusive workplace that reflects the diversity of Boston.

Be able and willing to

- communicate and collaborate with colleagues, students, and families;
- consistently hold students accountable to academic and behavioral expectations;
- use data regularly to drive instructional and community decisions;

Believe

- in the school's core values of: scholarship, belonging, passion, responsibility, and integrity;
- that all students have strengths and gifts to share as well as growth areas to be honed by their educators;
- that you will grow as an educator best when you are held to high expectations for rigor, relationships, and relevance;
- in the importance of feedback in the pursuit of continuous improvement;

Expect

- to be on-campus from 7:30-4:30pm daily;
- to attend weekly meetings/Professional Development and receive personalized coaching;
- to assume responsibility of and coverage for students commensurate with your position; and
- to start as of August 2, 2021.

ADDITIONAL QUALIFICATIONS

- a Bachelor's degree; Master's degree acknowledged
- a minimum of five years' teaching experience and/or supporting teachers with classroom management in an urban public school or charter school setting preferred, but not required
- bilingualism in Spanish or Haitian Creole preferred, but not required
- SEI endorsement or the willingness to work toward certification

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/Rg9ther3iEfn8PFPA>. No telephone or email inquiries, please.