



## BOSTON COLLEGIATE CHARTER SCHOOL

### Operations Manager, Lower School Campus 2022-2023

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#### CURRENT OPENING

We are looking for a self-reflective, analytic, dedicated, and passionate Operations Manager for our Lower School Campus. This position reports dually to the Director of Operations and Family and Community Engagement Manager.

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

- Design and execute on the vision for operations and facilities at our 5th-6th grade campus to ensure the best outcomes for teachers and students based on best practices in school operations;
- Work collaboratively with the leadership team to ensure the operations are tied to the needs of the school;
- Coordinate the schedules of the Lower School Operations Team, including our office coordinator (1), in-house substitute (1), and LPN (1);
- Plan and supervise test administration logistics for the Lower School to ensure optimal compliance;
- Assume full responsibility for the Lower School Afterschool;
- Manage grade reports, progress reports, and report cards for the Lower School;
- Participate as a member of the Family Engagement Team, ensuring tangible student and family needs are being met, leading prospective families on school tours, etc.;
- Oversee the use of all rooms and resources of our Lower School Campus, including classroom assignments, office assignments, etc.;
- Prepare the schoolwide community newsletter weekly;
- Coordinate the delivery of items to our community members in need;
- Collaborate with the onboarding process of new students;
- Assist with student recruitment;
- Assist with enrolling students into outside organizations;
- Oversee and assume responsibility for the aesthetic look and feel of the school (school beautification);
- Be the go-to resource for all Lower School Campus staff on meeting their operational needs; and
- Other such duties as the Director of Operations, Lower School Principal, and Chief Operating Officer may from time to time request commensurate with the Employee's position.

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

#### **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;

#### **Be able and willing to**

- communicate and collaborate with colleagues, students, and families;
- 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 for nine hours between 7:00-5:00 PM daily, as well as for occasional after school activities and evening events;
- to assume one late night per week to ensure safe departure of all students; and
- to assume responsibility of and coverage for students commensurate with your position.

## **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](#).

## **QUALIFICATIONS**

- a Bachelor's degree in education or in the subject area for which you are applying required; Master's degree acknowledged
- 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
- SEI endorsement or the willingness to work toward certification

## **ADDITIONAL QUALIFICATIONS**

- a Bachelor's degree required; Master's degree acknowledged
- a minimum of two years of operations experience
- bilingualism in Spanish or Haitian Creole strongly preferred

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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/76LLeS7XH35JWVdT6>. No telephone or email inquiries, please.