



## BOSTON COLLEGIATE CHARTER SCHOOL

### Operations and Family Engagement Manager, Lower School 2023-2024

---

We are looking for an organized, responsible, and proactive Operations and Family Engagement Manager. This position reports dually to the Director of Operations and the Family and Community Engagement Manager.

#### OUR MISSION

The mission of Boston Collegiate Charter School 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's strategic plan responds to urgent issues in education, builds institutional resilience, and positions Boston Collegiate to lead as an equitable and integrated school. Pursuit of these ambitious goals will ensure that our students can continue to access the exceptional instruction, customized resources, and enriching extracurriculars that will enable them to thrive in school, in college, and beyond. Read here to learn more about our [2023/2026 Strategic Plan](#).

#### JOB DETAILS

Strong candidates for our position will:

- Believe in the school's core values of: scholarship, belonging, passion, responsibility, and integrity;
- Have earned a Bachelor's degree;
- Have a minimum of two years of operations experience;
- Be bilingual in either Spanish or Haitian Creole; and
- Be able to speak authentically about the imperative for diversity, equity, and inclusion in schools and recognize how your identity impacts your work.

Our staff:

- Assume responsibility of and coverage for students outside of the classroom commensurate with their position;
- Attend weekly meetings/professional development and receive personalized coaching;
- Are committed to learning about and practicing anti-racist work, including restorative justice approaches to building relationships;
- Communicate and collaborate effectively and proactively with colleagues, students, and families;
- Understand the importance of using data regularly to drive organizational decisions;
- Receive, and are grateful to receive, feedback in the pursuit of continuous improvement;
- Are willing to consistently hold our students accountable to academic and behavioral expectations;
- Actively contribute to the school and our position-based teams; and
- Affirm that we grow as educators best when we are held to high expectations for rigor, relationships, and relevance.

Our Operations Manager will assume the following responsibilities:

Expect to be on-campus for nine hours between 7:00-5:00 PM daily depending on assigned morning and afternoon duties with the understanding that periodically some days may require longer hours.

- 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.

## COMPENSATION & BENEFITS

- This position falls on our Non-Instructional [salary scale](#), based on years of prior experience.
- Why Boston Collegiate? Check out our [Value Proposition](#) to learn more about the benefits of being a staff member.

## JOIN OUR TEAM

To learn even more about working at Boston Collegiate Charter School, please visit our open positions via PDF, posted [on our website](#). To formally apply, visit <https://forms.gle/EgP5Thwa8ewMzXu8A>. No telephone or email inquiries, please.

*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.*