



## BOSTON COLLEGIATE CHARTER SCHOOL

We are looking for a self-reflective, analytic, dedicated, and passionate High School Assistant Principal. This position reports to the High School Principal and collaborates with another High School Assistant Principal. Start Date: July 1, 2024

### OUR MISSION AND VISION

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.

*All Boston Collegiate students will...* graduate empowered to choose their own directions, with options aligned with their passions and interests. They will be equipped not only to go to college, but to thrive there, and they will possess the leadership skills and mindsets necessary to make an impact in their communities and the world.

*To achieve this vision of our graduates, Boston Collegiate will...* be academically rigorous, equitable, and inclusive. Boston Collegiate will create opportunities for each student to thrive and will cultivate curiosity, empathy, and 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 PLAN

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 (required) and/or Masters (preferred) in education;
- Have a minimum of five years of teaching experience and three years of instructional coaching experience in an urban public school or charter school setting;
- 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;
- Affirm that we grow as educators best when we are held to high expectations for rigor, relationships, and relevance.

Our Assistant Principals will:

- Expect to be on-campus from either 7:30-4:30 PM or 7:00-4:00 PM daily depending on assigned morning and afternoon duties;
- 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;
- Work with the High School Principal and Co-Assistant Principal to dramatically improve student achievement by leading the educational program;
- Provide instructional coaching and management to teaching staff at the direction of the Principal;
- Collaborate with Grade Level Leaders to coordinate community building including, but not limited to, assemblies, field trips, and other activities and routines for assigned grade levels;
- Collaborate with the Principal to plan and organize school-wide events including, but not limited to, prom, the senior trip, and other school wide events;
- Work with the High School Principal to plan, support and track intervention efforts across grades 9-12, both during the school day and after;
- Manage the school's discipline policies and keep accurate discipline records of their assigned grade levels;
- Co-Manage the High School's classroom paraprofessionals;
- 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 specific to your assigned grade levels;

- Facilitate student and staff scheduling at the direction of the Principal;
- Facilitate and oversee the strategic onboarding of new students and families in the High School to support their cultural and academic acclimation including, working with Grade Level teams to design orientations, etc.;
- Collaborate closely with the Co-Assistant Principal, Principal, Chief Academic Officer, Director of DEI, and Restorative Justice Coordinator to help foster a stronger sense of belonging for all stakeholders in the High School;
- Collaborate closely with the Principal, Co-Assistant Principal (if applicable) and the Restorative Justice Coordinator to ensure effective and strong restorative practices;
- Lead staff efforts and work with students and families to ensure excellent attendance for students in assigned grade levels;
- Routinely communicate with families regarding truancy concerns and create plans to eliminate excessive absences and chronic lateness;
- Serve as a point person for all students and families for their assigned grade levels regarding academic and behavioral performance and progress;
- Support the Principal with overseeing, facilitating, and supporting 504 implementation;
- Participate in lunch coverage, hallway transitions, and student arrival and departure for a minimum of 2 hours per week;
- Share responsibility with the Co-Assistant Principal for being the onsite administrator during Summer Academy;
- Regularly attend student events and athletic contests;
- Oversee the extracurricular offerings provided in grades 9-12, ensuring that all staff members are providing outlets for the pursuit of passions to students and that student leaders are supported in their facilitation of clubs OR Manage and oversee the athletic program (There will be TWO assistant Principals who will manage either extracurricular offerings OR Athletics.); and
- Assist the High School Principal in overall management of the school, support the daily operations of the school, and represent the High School Principal when necessary.

## COMPENSATION & BENEFITS

- This position falls on our Non-Instructional [salary scale](#), based on years of prior experience.
- Additional compensation is awarded to those with advanced degrees or with a Special Education license.
- Vacation, Holidays, and PTO is dependent upon position, but, at minimum, staff are paid for all holidays (including Thanksgiving, Winter Break, February Break, and April Break) and 72 hours of PTO.
- We offer medical, dental, and vision insurance, tuition reimbursement up to \$1,000/year, commuter benefits, and 403(b) plans.

## JOIN OUR TEAM

To formally apply, visit <https://forms.gle/U1knBekeNFFts55u6>. 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.