



## BOSTON COLLEGIATE CHARTER SCHOOL

We are looking for a detail-oriented, collaborative, and eager Lower School Director of Operations. This position reports to the Chief Operating Officer.

### 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;
- Have a minimum of two years' operational experience;
- Have a minimum of two years' management experience;
- Have knowledge of and/or experience working with adolescents;
- Be able to speak authentically about the imperative for diversity, equity, and inclusion in schools and recognize how your identity impacts your work.

Our Lower School Director of Operations will:

- Work with the Chief Operating Officer, Lower School Principal, and Director of Family and Community Engagement to develop and execute on the vision for operations, family engagement, technology, afterschool, and facilities at our Lower School campus to ensure the best outcomes for teachers and students;
- Attend occasional evening events such as family conferences, prospective student fairs, and schoolwide cultural events;
- Manage the Lower School Operations Team: Office Manager (1) and In-House Substitute and Operations Associate (1);
- In cooperation with the Chief Operating Officer, plan and provide professional development for the Lower School Operations team;
- Build relationships with Lower School teachers and staff and serve as their point person for all operational needs and requests;
- Managing the After School program, including planning classes and recruiting and onboarding volunteers and consultants to teach, track attendance, and maintain a safe environment;
- Serving as a point of contact for Lower School family engagement in conjunction with the Director of Family & Community Engagement including:
  - Supporting the student recruitment process, including conducting tours and information sessions, managing application inputting for Lower School students, and collaborating with the Upper School liaison to support Upper School Admissions;
  - Meeting regularly with the Lower School leadership team and attending Lower team meetings to ensure partnership and communication with families;
  - Supporting with new student on-boarding and transition process for Lower School students, enrolling and welcoming new families, conducting or coordinating welcome visits to new students if families are open to this support, and easing the transition to Boston Collegiate;
  - Working with families to ensure they are able to access community resources, public assistance programs and other opportunities for which they are eligible;
  - Supporting the writing and distribution of communication to families;
  - Assisting with the implementation of the new Strategic Plan 2023 -2026, especially in the realm of creating a culture of belonging at our school through planning and hosting events for families, including monthly heritage celebrations;
  - With family consent, assisting students who need access to healthcare and supporting students facing housing insecurity, unaccompanied minors, and immigrant students without status;
  - Coordinating and distributing resources to our students in greatest need and providing specialized support when requested to support students and families in crisis;
  - Coordinating school year and summer enrichment opportunities for Lower School students;

- Supporting the execution of and schoolwide response to the annual Student and Family Surveys;
- Supporting Family Association, SPED PAC, and any other family convenings as needed; and
- Assume full responsibility for the execution of test administration, including training, preparation, schedules, test materials, compliance, and proctoring;
- Ensure fidelity in food service management and collaborate with our School Nurse Leader and Office Manager to execute on protocols;
- Be well-versed in the school's student information system (SIS) to support all functions of the database, including the administration of schedules, grade reports, progress reports, report cards, etc.;
- Manage and communicate all schedules, including daily coverage, weekly previews, any pertinent calendars, room assignments, and space requests, etc. ;
- Oversee transportation and the school's partnership with with Boston Public Schools (BPS);
- Maintain a high standard for the look and feel of the Lower School campus, including communicating about cleanliness with the Director of Facilities, giving feedback to staff on areas of concern, assuming responsibility for the general upkeep of the lobby and Main Office areas, etc.;
- Contribute to the execution of the school's plans for staff appreciation;
- Assume responsibility of and coverage for students;
- Attend weekly meetings/professional development and receive personalized coaching;
- Communicate and collaborate effectively and proactively with colleagues, students, and families;
- Understand the importance of using data regularly to drive organizational decisions;
- Be eager to receive feedback in the pursuit of continuous improvement; and
- Collaborate and partner with the Upper School Director of Operations often to ensure equity across both campuses.

### **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.
- Why Boston Collegiate? Check out our [Value Proposition](#) to learn more about the benefits of being a staff member.

### **JOIN OUR TEAM**

To formally apply, visit <https://forms.gle/1guzb4adYcbPVTZN7>. 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.