



## BOSTON COLLEGIATE CHARTER SCHOOL

### Lower School Office Coordinator & In-House Substitute 2024-2025

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We are looking for an outgoing, efficient, and flexible Office Coordinator and In-House Substitute.  
This position reports to the Director of Operations.

#### 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 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 [2023/2026 Strategic Plan](#).

#### JOB DETAILS

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

##### Have knowledge of or experience in

- working with children and/or families;
- corresponding effectively across many stakeholders with detailed written and verbal communication skills;

##### Be able and willing to

- recognize how your identity impacts your work;
- communicate and collaborate with colleagues, students, and families;
- actively contribute to the school and your position-based teams;

##### 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 a teacher 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 8:00-5:00 PM daily;
- to provide substitute coverage daily, scheduled as needed;
- to attend weekly meetings/Professional Development and receive personalized coaching;
- to oversee the collection of all student records and the organization of all student files;
- to track attendance and conducting follow-up calls to families;
- to help execute the school nutrition program (breakfast, lunch, afterschool snacks), coordinating food orders, and serving meals;
- to coordinate and distribute family communications;
- to coordinate bus service with Boston Public Schools, completing transportation reports, and manage dismissal daily;
- to prepare afternoon announcements, calls, and messages for students;
- to assist the Director of Operations with student recruitment intake;
- to maintain a professional office environment: answering phone calls, servicing guests, and assisting families and students;
- to manage incoming and outgoing mail;
- to serve as the point person for building needs, maintenance, copiers, UPS, FedEx, couriers, etc.;
- to assist in the general administration of the school's programs;
- to participate in family conferences three nights per year; and
- to assume responsibility of and coverage for students outside of the classroom commensurate with your position.

## ADDITIONAL QUALIFICATIONS

- a Bachelor's degree preferred
  - bilingualism in Spanish 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 [on our website](#). 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.*