



BOSTON COLLEGIATE CHARTER SCHOOL

We are looking for an outgoing, efficient, and organized Office Coordinator.
This position reports to the Upper School Office Manager.

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 in education or in the subject area for which you are applying (required);
- Have a minimum of two years' teaching experience in an urban public school or charter school setting (preferred);
- Have passed the required Massachusetts Test for Educational Licensure (MTEL) and Sheltered English Immersion (SEI) endorsement or be willing to work toward certification;
- Have knowledge of and/or experience in subject area expertise, child/adolescent development, and leading a diverse group of students in an academic or non-academic setting; and
- Be able to speak authentically about the imperative for diversity, equity, and inclusion in schools and recognize how your identity impacts your work.

Expect:

- to be on-campus from 8:00-5:00 PM daily;
- 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.

COMPENSATION & BENEFITS

- This position falls on our 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/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.