



BOSTON COLLEGIATE CHARTER SCHOOL

We are looking for a self-reflective, analytic, dedicated, and passionate **College Counselor** who wants to join a dynamic and innovative school community. This position reports to the Director of College Programming.

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 three years of teaching experience in an urban public school or charter school setting;
- Have experience with college counseling and a strong foundation in the college application process;
- Have strong writing and editing skills;
- Bilingual in either Spanish or Haitian Creole preferred but not required; 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 College Counselor will:

- leading a cohort of Boston Collegiate seniors through the college application process;
- working with the Director of College Programming and community-based partner organizations to assist and support families in applying for financial aid;
- focusing on student achievement, thinking critically and strategically to place Boston Collegiate students in the most advantageous and appropriate position possible when applying to college;
- working with the Director of College Programming to consistently evaluate progress, using data to drive improvements in the college placement process;
- communicating effectively and frequently with students and families, engaging families in their children's education;
- developing and maintaining strong relationships with college admissions officers and the individuals responsible for college acceptance at each campus;
- teaching and facilitating Collegiate Skills classes to the 10th grade, focusing on career exploration and facilitating course selection with the 10th grade;
- teaching and facilitating Collegiate Skills in the fall of grade 11, focusing on internship preparation; and supporting delivery of Collegiate Skills in the spring, potentially through co-teaching or direct instruction, depending on the schedule needs of the year; focusing on test preparation, the college application process, and continuing with internship preparation

- collaborating with the College Counseling team to ensure delivery of Collegiate Skills classes in the fall of grade 12, focusing on the college application process, either through utilizing the time to meet with students 1:1, co-teaching or direct instruction, depending on the schedule needs of the year;
- facilitating the Boston Collegiate Internship Program, ensuring that all students engage in a 2-week internship in May;
- working with the Director of Development, Events & External Affairs to secure internship placements and develop relationships for ongoing placements for internship sites;
- leading and working with Junior Advisors to communicate daily with juniors throughout the internship, and working with member/s of the Mayhew Operations team to visit sites if needed, over the two-week internship period;
- attending and supporting the summer college road trip;
- supporting the registration for standardized assessments such as the SAT and ACT;
- supporting High School programming such as Academic Enrichment coverage;
- securing summer opportunities for students as needed;

COMPENSATION & BENEFITS

- This position falls on our 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 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.