



BOSTON COLLEGIATE CHARTER SCHOOL

We are looking for a self-reflective, analytic, dedicated, and passionate Student Support Manager, Grades 5-8
This position reports to the Chief Student Support 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 in education or in the subject area for which you are applying (required);
- Have a minimum of five years' teaching Special Education experience in an urban public school or charter school setting and experience chairing IEP meetings required;
- Hold a Special Education License in the state of Massachusetts;
- 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.

Our teachers/staff:

- Expect to be on-campus from 7:30-4:30 PM daily;
- 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;
- 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 Student Support Manager will expect to:

- Process referrals for and coordinate and chair all original, re-evaluation, and emergency placement team meetings;
- Develop Individual Educational Plans (IEPs) for these students, including transition for students with disabilities beginning at age 14; and to secure parent signatures for these plans;
- Provide teachers and other service providers as appropriate with copies of IEPs at the beginning of each year and when changes occur thereafter;
- Work closely with teachers to ensure appropriate goal development and tracking;
- Support the maintenance and improvement of regulatory compliance (maintaining student records);
- Collaborate with the Principals and Chief Student Support Officer to provide a respectful and engaging school environment for ALL students and to ensure that students with disabilities participate in the general education environment with their non-disabled peers per the IEP;
- Coordinate and support the continuum of settings and array of services for students with disabilities;
- Collaborate with the Principals, teachers, and Chief Student Support Officer in providing FAPE, LRE, and specialized instruction and services for students with disabilities, and differentiated instruction for all students;
- Chair Section 504 eligibility meetings and develop 504 accommodation plans;
- Develop initial ICAPs as needed and coordinate with grade level teams for facilitation.

- Collaborate with the Principals and Operations Managers in aligning student schedules with IEPs and 504 plans;
- Maintain a live accommodations spreadsheet with updates to IEPs and 504 plans that inform testing provisions;
- Collaborate with the Principals, Director of Support and the teachers and related service providers, to manage activities relating to compliance with all state and federal special education regulations and Section 504 of the Rehabilitation Act,
 - scheduling of assessments and meetings
 - obtaining consents and pertinent forms from parents
 - providing notices and invitations to families and providers
 - presenting and tracking IEPs and 504s
 - monitoring for parent signatures
 - facilitating progress reports from teachers and service providers
- Provide expertise and assistance regarding the implementation of Code of Conduct for students with disabilities, supporting the Director of Student Support with Manifestation Determination meetings, as needed;
- Collaborate with Transition Support staff on transitioning programming, planning, and compliance forms;
- Provide management, coaching, and support of paraprofessionals in mandated roles;
- Facilitate Student Support Team meetings (5/6, 7/8, and/or 9-12) every other week to problem solve and support team functioning;
- Support the Chief Student Support Officer with the quarterly facilitation of the Student Support Parent Advisory Council (SSPAC);
- Provide support and training to new staff during New Staff Orientation, as needed;
- Meet regularly with the Chief Student Support Officer, Principals, and peer Student Support Manager to ensure 5-12 alignment;
- Collaborate with the Instructional Leadership Team to provide and arrange professional development and support for Special Education teachers and service providers;
- Support the Chief Student Support Officer with periodic observation and feedback of Special Teachers;
- Support and provide instructional coaching for Special Education Teachers, as needed; and
- Be a 10-month employee, with the expectation of reporting to work full-time beginning with New Staff Orientation, as needed.

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/U1knBekeNEfts55u6>. 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.