



Director of Operations, Upper School Campus
2021-2022

OUR MISSION

The mission of Boston Collegiate Charter School (BCCS) 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 BCCS 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, BCCS will be a leading school in academically rigorous, equitable, and inclusive educational practices in Boston. BCCS will create opportunities for each student to thrive and cultivate the unique talents that each student brings. BCCS 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

BCCS 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. BCCS is committed to the long term work of dismantling systems of oppression and inequity in our community. Please refer to our [2020/2023 DEI Strategic Plan](#).

CURRENT OPENING

We are looking for a self-reflective, analytic, dedicated, and passionate Director of Operations for our Upper School Campus. This position reports to the Chief Operating Officer.

As a strong candidate for our position, you will be eager to...

- Design and execute on the vision for operations and facilities at our flagship 7th - 12th grade campus to ensure the best outcomes for teachers and students based on best practices in school operations;
- Work collaboratively with the leadership teams of both our Middle School (grades 7&8) and High School (grades 9-12) to ensure the operations are tied to the needs of the school;
- Manage the Upper School Operations Team, including our experienced office managers (2) and operations managers (2);
- Plan and supervise test administration logistics for the Middle and High School to ensure optimal compliance;
- Manage grade reports, progress reports, and report cards for the Middle and High School;
- Oversee the use of all rooms and resources of our Upper School Campus, including classroom assignments, office assignments, etc.;
- Be the go-to resource for all Upper School Campus staff on meeting their operational needs;
- Manage the partnership with our technology vendor on behalf of our Upper School campus, coordinating response to technology tickets; and..

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

Diversity, Equity, and Inclusion

- speak authentically about the imperative for diversity, equity, and inclusion in schools;
- be committed to learning about and practicing anti-racist work;
- recognize how your identity impacts your leadership;
- be committed to practicing restorative justice when it comes to building relationships and addressing grievances against the school community;

Be able and willing to

- communicate and collaborate with colleagues, students, and families;
- use data regularly to drive instructional and community decisions;

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 an educator 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 for the school day, as well as for after school activities and evening events;

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.

- to assume responsibility of and coverage for students commensurate with your position; and
- to begin the role as of August 2, 2021.

ADDITIONAL QUALIFICATIONS

- a Bachelor's degree required; Master's degree acknowledged
 - a minimum of two years of operations experience
 - A minimum of two years of management experience
 - Proven success in managing adults
 - bilingualism in Spanish or Haitian Creole preferred, but not required
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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 at <https://www.bostoncollegiate.org/careers/>. To formally apply, please submit an application at <https://forms.gle/WCZr8ZfvPmQd61E8>. No telephone or email inquiries, please.