



## BOSTON COLLEGIATE CHARTER SCHOOL

We are looking for a detail-oriented, communicative, and thorough High School Operations Manager. This position reports to the Director of Operations.

### 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;
- Have knowledge of and/or experience in working with adolescents 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 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 Operations Manager will assume the following responsibilities:

Expect to be on-campus from either 7:00-4:00 PM or 7:30-4:30 PM daily depending on assigned morning and afternoon duties with the understanding that periodically some days may require longer hours.

#### General Operations:

- Provide a safe, clean, and professional Mayhew Campus, offering feedback and supporting staff initiatives to enhance the overall well-being of the school environment;
- Ensure smooth day-to-day High School operations at the High School campus including employee coverage, food service, student technology, attendance protocols, and school events;
- Manage daily coverage schedules for the High School Staff; covering classrooms or for other operations staff members as needed, including the Welcome Office;

#### Staff Management and Support:

- Co-Manage In-House Substitutes and oversees their day-to-day schedules;
- Provide leadership and support to the in-house substitute team;

#### High School Operations Administration:

- Ensure the smooth day-to-day operations of the High School through the creation, management, and execution of daily coverage and room use schedules, including testing and special schedules;

- Support the High School Principal and Assistant Principals by facilitating weekly Operations meetings for the High School team;
- Collaborate with High School Principal and Assistant Principals to address day-to-day student needs;
- Manage various technology-related projects, such as printing and mailing report cards, iReady results, grade level letters, attendance letters, and other projects given by the High School Principal;
- Take formal ownership of all High School testing and training including:
  - Ordering, scheduling (rooms, proctors, student accommodations), test set up in Pearson or College Board, management, administration, day of support, reporting if necessary, and proper return of materials, including, but not limited to: Midterms, Finals, iReady, MCAS, SAT, Pre-SAT 8/9, PSAT, Pre-ACT, ACT, AP, Seal of Biliteracy;
- Oversee scheduling of school events, meetings, and activities
  - 9th and 10th Grade Spring Semi-Formal
  - Junior and Senior Spring Prom
  - Quarterly Honor Roll Breakfast;
- Serve meals daily, including breakfast and/or lunch;
- Support aspects of student transportation, such as T-passes, buses, and door-to-door transportation;
- Assist in the communication, scheduling, and hosting of external visits to the school;
- Provide support to the High School Principal with school-specific operations' needs, such as conferences, student and teacher schedules, tracking staff absences, etc.;
- Assume personal responsibility for High School special projects, such as community service tracking via mobileserv, Senior Events (*senior photos, senior breakfast, senior sleepover, graduation*), and other events delegated by High School Administration;

#### **Technology Coordination:**

- Serve as point of contact for day-to-day High School student technology needs;
- Coordinate with IT staff to ensure the smooth functioning of technology systems for students and classrooms;
- Oversee the implementation and maintenance of technology infrastructure for the High School;

#### **High School Scheduling**

- Draft, create, and implement semester and yearly student and teacher schedules, in addition to room assignments for classes and after school tutoring and clubs;
- Manage, update and input student schedules throughout the school year in the PowerSchool Student Information System;

#### **Other Responsibilities:**

- Build and maintain positive relationships with parents, community members, and local organizations;
- Coordinate community events and outreach activities;
- Support with Family Engagement related tasks as needed by the Director of Family Engagement, in coordination with the school office assistants/office manager, data/analytics, and compliance staff.
  - Including student enrollment/lottery/intake, data management (e.g. PowerSchool), new staff onboarding, reporting to internal and external stakeholders, etc; and
- Execute on High School special project requests as needed by the Director of Operations or the High School Principal

#### **COMPENSATION & BENEFITS**

- This position falls on our Non-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.