



BOSTON COLLEGIATE CHARTER SCHOOL Nursery School Substitute Teacher

BCCS was founded in 1998 with a simple yet ambitious mission: to prepare each student for college. We have grown from 120 students in grades 5 through 7 to almost 700 students in grades 5 through 12.

- 100% of BCCS's graduating classes have been accepted to college. The majority of our students will be the first in their families to earn college degrees.
- In 2018, 95% of BCCS students scored Advanced or Proficient on the 10th grade ELA MCAS exam, and 95% of BCCS students scored Advanced or Proficient on the 10th grade Math MCAS. Additionally, 88% of BCCS students scored Advanced or Proficient on the 9th grade Physics MCAS exam.
- The school accepts students by random public lottery.

Current Openings:

We are looking for a smart, problem-solving, self-reflective, self-motivated, energetic, and passionate **Substitute Teacher for infant, toddler and preschool ages** to join our team on an on-call basis between the hours of 7:00-5:00pm. The Employee shall devote his/her entire working time and attention exclusively to the performance of her duties hereunder.

Responsibilities shall consist of:

- a. Assisting in assuring the well-being and safety of the children in his/her care;
- b. Following all of the Boston Collegiate Nursery School's Policies and Procedures;
- c. Exhibiting a genuine nurturing and caring attitude towards the children;
- d. Maintaining a positive, calm attitude and a soft voice, and encouraging this attitude in the classroom;
- e. Maintaining a clean and organized classroom in order to ensure a safe, calm, learning environment, including performing duties such as sweeping, dishwashing, changing of linens, and toy/play area sanitization;
- f. Assisting in preparing food for and serving meals and snacks to children (including sterilizing bottles, preparing formula, etc.);
- g. Dressing children and changing diapers as needed;
- h. Assisting children with age-appropriate social skills (e.g. cooperation, respect, etc.), self-care skills (e.g. health and personal habits such as eating, resting, toileting), cognitive skills (e.g. colors, shapes, days of the week, etc.), fine motor skills (e.g. tracing, coloring, cutting, etc.), and pre-reading skills (book handling etc.);
- i. Supporting children's emotional and social development, encouraging understanding of others and positive self- concepts;
- j. Monitoring children's play activities both indoors and outdoors;
- k. Monitoring children during napping;
- l. Covering scheduled breaks for other Nursery staff members;
- m. Preparing children for pick-up and closing the Nursery upon the last pick-up;
- n. Other such duties as the Chief Academic Officer and Nursery School Lead Teacher may from time to time request commensurate with the Employee's position.

In addition, all BCCS employees:

- believe we must all do whatever it takes to ensure all students are not only accepted to college but graduate successfully from college;
- believe in measuring student academic achievement in tangible ways;
- believe that data should drive instruction and that curriculum should be based on clear and rigorous standards;
- believe in reflecting on their performance with the desire and humility to grow in and improve upon their craft in the interest of student achievement;
- believe in having the highest expectations for all students and not making excuses for them, the school, or staff;
- believe that students, families, teachers, and school leaders should be held strictly accountable for their work;
- believe in building a positive school culture where respect, enthusiasm, effort, achievement, perseverance, community, and hard work are valued; and
- believe that for every problem, there is a solution, and that if we can't find the answer immediately, we simply work longer, harder, and smarter.

Qualifications:

- Experience working in a Nursery, preschool, or childcare setting
- Excellent interpersonal, organizational, communication, and time-management skills
- Strong problem-solving abilities
- Evidence of our Core Values, as follows:
 - *Passionate commitment to our mission of preparing each student for college*
 - *Belief in a culture of deeply knowing students and staff and respecting diversity*
 - *Willingness to be part of a team while simultaneously taking personal responsibility for actions*
 - *Commitment to authentic, honest, and direct communication*
 - *Reflective, thoughtful nature and desire to constantly improve practice*

To Apply:

Applications including your resume and a cover letter describing your interest and qualifications should be sent to teacher@bostoncollegiate.org. No telephone inquiries, please.

More information about Boston Collegiate Charter School may be found at www.bostoncollegiate.org.

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, or disability. Boston Collegiate is committed to building a supportive and inclusive workplace that reflects the diversity of Boston.