Lower School Licensed Practical Nurse and Operations Associate
2020-2021

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.

CURRENT OPENING
We are looking for a self-reflective, analytic, dedicated, and passionate Lower School Nurse and Operations Associate who wants to join a dynamic and flexible Lower School team. This position reports to the Lower School Family Engagement and Operations Manager. As a strong candidate for our position, you will...

- Have knowledge of or experience in:
  - working with children or adolescents;
  - communicating effectively through written and verbal correspondence;

- Be able and willing to:
  - recognize how your identity impacts your work;
  - communicate and collaborate with colleagues, students, and families;
  - actively contribute to the school and your position-based teams;

- Believe:
  - in the school’s core values of: scholarship, belonging, passion, responsibility, and integrity;
  - in the importance of feedback in the pursuit of continuous improvement;

- Expect:
  - to be on-campus from 7:30-3:30pm daily, with one “late night” (6:00pm) per week;
  - to attend weekly meetings/Professional Development and receive personalized coaching;
  - to distribute medications to students under the RN’s supervision; treat everyday headaches, stomachaches, cuts, bruises, etc.; manage blood sugar checks for students; manage student medical records; disseminate information about the flu and other communicable illnesses; and schedule hearing and vision screening for students;
  - to teach Health alongside our PE Teacher;
  - to serve as a member of the Operations Team, including covering the Main Office, participating in daily meal service, covering small group testing, and assisting with other administrative tasks;
  - to step into halls when possible during transitions, keep an open door when students are not in the office, and generally serve as a member of the team;
  - to assume responsibility of and coverage for students outside of the classroom commensurate with your position; and
  - to report to New Staff Orientation from August 17th-21st, Returning Staff Orientation from August 24th-29th, and to be prepared to receive students for the first day of school on August 31st.

ADDITIONAL QUALIFICATIONS
- possession of a valid Commonwealth of Massachusetts license to practice as a Licensed Practical Nurse (LPN)
- valid and current certification in cardio-pulmonary resuscitation and AED from a recognized provider, or willingness to obtain one
- bilingualism in Spanish or Haitian Creole preferred, but not required

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/D9JyTTteZkxX98j49. 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.
What Is Special About Teaching at Boston Collegiate Charter School?

Boston Collegiate Charter School is committed to...

A mission-driven environment with a track record of excellence for students and a focus on educating the whole child.

- The mission of Boston Collegiate Charter School is simple yet ambitious: to prepare each student for college.
- BCCS has a track record of excellence: it is the highest performing, lottery-based admission high school in Boston in terms of AP scores across a wide range of exams; it is the top-ranked Boston charter school in US News & World Report; and it has a 100% college acceptance rate for graduates since 2004.
- BCCS has a unique school population, labeled in one recent publication as “the nation’s most interesting school integration story,” with roughly 50% of our students identifying as white and 50% identifying as students of color; additionally, about half of our students qualify for free or reduced lunch.
- BCCS places a focus on social emotional learning for students through partnerships with local social-emotional learning organizations, and the school has a robust counseling team schoolwide.
- BCCS is highly sought after by families, with 15 times more applicants than available seats.
- 95% of our alumni who respond to our annual alumni survey answer that they feel sufficiently prepared or over-prepared for college in their freshman year.
- BCCS is institutionally dedicated to promoting an inclusive environment for students, staff, and families.

A supportive and collaborative professional culture.

- BCCS offers a positive and supportive adult culture, emphasizing collaboration through dedicated office space, co-teaching opportunities, and both internal and external professional development.
- BCCS teachers have authentic voice to improve the school: teachers co-create the evaluation rubric; teachers advise on compensation and school policy; a teacher currently sits on the Board of Trustees.
- BCCS is family-friendly, offering onsite daycare and flexible schedules when possible.

Teacher development and growth.

- BCCS gives teachers autonomy to design curriculum based on Common Core and Next Generation Science Standards and to collaborate with other educators across the city through formal partnerships funded by grants.
- BCCS prioritizes letting teachers focus on teaching and student achievement; a dedicated teaching support team, including a Dean of Students and operations staff members, supports discipline and administrative work.
- BCCS supports teachers in developing their craft: experienced principal team with training in teacher development; frequent coaching meetings with experienced instructional team; veteran teaching staff coaching their peers.
- BCCS provides a career pathway for teachers, including leadership and mentorship opportunities.

Competitive compensation and benefits.

- Sustaining a vibrant teaching culture through compensation is a focus for BCCS.
- BCCS is committed to teachers staying long-term and believes that strong veteran teachers are irreplaceable: Year of Service bonuses are offered at Year 10, 15, and 20.
- BCCS has in place a teacher compensation scale for transparency among teacher salaries, with larger increases in years 3, 4, and 7, and moderate increases in all other years.
- BCCS provides opportunities for teachers to earn additional compensation stipends, including through teacher leadership opportunities, rehaling curriculum, covering extra classes, or as an athletic coach.
- Deductibles for health insurance are reimbursed by the school; disability insurance is paid for by the school.