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 Office Coordinator 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 and/or families;
- corresponding effectively across many stakeholders with detailed written and verbal communication skills;

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;
- 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 a teacher 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 from 8:00-5:00pm daily;
- to attend weekly meetings/Professional Development and receive personalized coaching;
- to oversee the collection of all student records and the organization of all student files;
- to track attendance and conducting follow-up calls to families;
- to help manage the school nutrition program (breakfast, lunch, afterschool snacks), coordinating food orders, and serving meals;
- to coordinate and distribute family communications;
- to coordinate bus service with Boston Public Schools, completing transportation reports, and manage dismissal daily;
- to maintain after-school activities lists;
- to prepare afternoon announcements, calls, and messages for students;
- to assist the Lower School Family Engagement and Operations Manager with student recruitment intake;
- to manage missed work for absent students;
- to maintain a professional office environment: answering phone calls, servicing guests, and assisting families and students;
- to manage incoming and outgoing mail;
- to serve as the point person for building needs, maintenance, copiers, UPS, FedEx, couriers, etc.;
- to assist in the general administration of the school’s programs;
- to participate in family conferences three nights per year;
- to assume responsibility of and coverage for students outside of the classroom commensurate with your position; and
- to participate in 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
- a Bachelor’s degree preferred

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.
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/D9yTTteZkxX98j49. No telephone or email inquiries, please.
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 non-selective 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 for graduates rate 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 20 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 professional development.
- BCCS teachers have authentic voice to improve the school: teachers co-create the evaluation rubric; teachers advise on compensation and school policy; and a teacher will sit on the board of Trustees this fall.
- BCCS is family-friendly, offering onsite daycare and flexible schedules when possible.

Teacher development and growth.

- BCCS gives teachers autonomy to design their own courses and 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, 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.