



BOSTON COLLEGIATE CHARTER SCHOOL
2018-2019 Assistant to the High School Dean of Students

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 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 Opening:

We are looking for a smart, problem-solving, self-reflective, and passionate **Assistant to the High School Dean of Students** who wants to be a part of a dynamic team to help continue to BUILD a school and to SHAPE its future direction. Our staff members:

- 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 that everyone at a school should be held strictly accountable for their work: students, families, teachers, administrators, and Board members;
- believe we must all do whatever it takes to make sure a student learns;
- believe the best way we can instill confidence in students, and prepare them for college, is to ensure they first master a core set of academic skills before tackling higher-level, abstract material;
- believe in having the highest expectations for all students and not making excuses for them, the school, or staff;
- 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, that if we can't find the answer immediately, we simply work longer, harder, and smarter.

Responsibilities:

- Be present on-site from 9 am to 5 pm daily;
- Assist with the coordination of assemblies, events, and other community-building activities and routines;
- Support the management of the school's discipline policies, and keep accurate discipline records;
- Work with students and families to ensure excellent attendance for all students;
- Routinely communicate with families regarding truancy concerns; create plans to eliminate excessive absences and chronic lateness;
- Support detention procedures;
- Actively supervise the hallways and bathrooms;
- Supervise after school study hall in the cafeteria;
- Support adherence to the uniform policy; and
- Assist the facilitation of behavior plans as needed.

Qualifications:

- High school diploma required; associate's degree preferred; bachelor's degree highly preferred
- Strong knowledge of and experience with adolescent development
- Excellent interpersonal, organizational, and communication skills
- Problem-solving abilities

- Willingness to take initiative
- Belief in and commitment to our mission
- Preference will be given to candidates who bring language skills, particularly in either Spanish or Haitian Creole

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.