



Family and Community Engagement Manager, Lower School 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 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, be academically rigorous, equitable, and inclusive. BCCS will create opportunities for each student to thrive and will cultivate curiosity, empathy, and 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 **Family and Community Engagement Manager** who wants to join a dynamic and flexible school team. As a strong candidate for our position, you will...

Be able and willing to...

- Engage deeply and with empathy with families of all backgrounds
- Go above and beyond daily and with hustle to support students in need and their families
- Consistently hold students and colleagues accountable
- Encourage other members of the school community to support families and students in need
- Recognize how your identity impacts your work

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 an educator 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...

- Serve as the main point of contact for family inquiries and concerns about the Lower School
- Manage the student recruitment process, designing collateral and marketing BCCS to prospective families, conducting information sessions around Boston, managing the application inputting and lottery process with the

BCCS Operations Team, enrolling and welcoming new families, and easing the transition; collaborating with the Upper School liaison to offer tours

- Own the new student on-boarding and transition process for students (all of Grade 5 and new in Grade 6), offering tours of the Lower School, welcoming new families, recruiting neighborhood ambassadors and new family mentors, and easing the transition to BCCS
- Monitor the success of students new to BCCS and providing transitional support
- Conduct welcome visits to all students in Grade 5 or 6 who arrive after the start of the school year, if families are open to this support
- Manage the BCCS After School program for students in grades 5 through 8, including planning classes and recruiting and onboarding volunteers to teach
- Meet regularly with the Lower School leadership team to ensure partnership and communication with families; attend Lower team meetings
- Work with families to ensure they are able to access community resources, public assistance programs and other opportunities for which they are eligible
- Write and distribute communication to families, including the school wide monthly newsletter
- Assist with the implementation of the new Strategic Plan 2020 -2023, especially in the realm of creating a culture of belonging at our school through planning and hosting events for families, including monthly heritage celebrations in the Lower School
- With family consent, assist students who need access to health care (primary, dental, optometry, etc.)
- Coordinate and distribute resources in a manner that addresses the needs of our highest need students and families in the Lower Schools (grocery gift cards, uniforms, backpacks, etc.)
- Provide specialized support when requested by the Grade Level Teams and teachers to support students and families in crisis
- Coordinate school year and summer enrichment opportunities for Lower School students
- Support students facing housing insecurity and unaccompanied minors
- Identify community partnerships that could benefit the students of BCCS and bringing them in
- Manage projects done in consultation with other organizations that support families
- Manage the execution of and schoolwide response to the annual Student and Family Surveys
- Occasionally support with operational tasks such as covering the Front Desk
- Be on campus daily from 9:00 am - 6:00 pm, with additional evening (~2x/week) and Saturday (~1x/mo) duties
- Be a 12-month employee, with vacation during regularly scheduled school holidays and three weeks over the summer

ADDITIONAL QUALIFICATIONS

- Bachelor's degree required; graduate degree in Education or Social Work preferred
- Spanish proficiency preferred; Multilingualism required (if not Spanish: Haitian Creole, Cape Verdean Creole, or Vietnamese preferred)

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.