



Family and Community Engagement Manager, Upper 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 Middle and High Schools
- Meet regularly with the Middle School and High School leadership teams to ensure partnership and communication with families; attend Middle and High School 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
- Own the new student on-boarding and transition process for all new students in grades 7-10, offering tours of the Middle and High Schools, welcoming new families, recruiting neighborhood ambassadors and new family mentors, and easing the transition to BCCS
- Conduct welcome visits to all new/incoming students, grades 7-10, if families are open to this support
- Monitor the success of students new to BCCS and provide transitional support
- Support communication to families, including the schoolwide 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 Middle and High 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 Middle and High Schools (grocery gift cards, uniforms, backpacks, etc.), including referrals from Deans and teachers
- Provide specialized support to Grade Level Teams and teachers to support students and families in crisis
- Coordinate school year and summer jobs and enrichment opportunities for Middle and High School students
- Communicate opportunities to students from community partner organizations
- Support students facing housing insecurity, unaccompanied minors, and immigrant students without status
- Identify community partnerships that could benefit the students of BCCS and bring 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 Main Office Welcome Desk
- Be on campus daily from 7:30 am - 4:30 pm, with additional early morning (~2x/week) and later 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 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.