



**BOSTON COLLEGIATE CHARTER SCHOOL
2019-2020 In-House Substitute Teacher**

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, compared with the Massachusetts state average of 90%; 92% of BCCS students scored Advanced or Proficient on the 10th grade Math MCAS, compared with the Massachusetts state average of 78%. Additionally, 94% of BCCS students scored Advanced or Proficient on the 9th grade Physics MCAS exam.
- The school accepts students by random public lottery from a waiting list of over 1,700 students.

Current Openings:

We are looking for a smart, problem-solving, self-reflective, and passionate **IN-HOUSE SUBSTITUTE TEACHER** who wants to be part of a dynamic team to help continue to BUILD a school and to SHAPE its future direction.

Roles and Responsibilities:

The In-House Substitute Teacher position entails the following duties from 8:00am to 5:00pm, Monday through Friday:

- Serving as the in-house substitute teacher;
- Serving lunch as needed;
- Providing pull-out testing services for students with Individualized Education Plans when needed;
- Covering the Welcome office as needed;
- Assisting the Operations Coordinators and Office Managers with the general administration of the School's programs;
- Working with the College Counselor to serve as a support for the junior year internship program by visiting juniors at their internship sites and serving as a liaison between the school, the student, and the site during the internship;
- Providing afterschool coverage daily, including covering the Welcome Office;;
- Assisting the Director of Operations and Principals with administrative tasks daily; and
- Other such duties as the Director of Operations may from time to time request commensurate with the employee's position.

In addition, all BCCS staff members:

- believe we must all do whatever it takes to ensure all students are not only accepted to college but graduate successfully from college;
- 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 in reflecting on their performance with the desire and humility to grow in and improve upon their craft in the interest of student achievement;
 - believe in having the highest expectations for all students and not making excuses for them, the school, or staff;
 - believe that students, families, teachers, and school leaders should be held strictly accountable for their work;
 - 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.

Qualifications:

- Fluency in either Spanish or Haitian Creole
- Able to respectfully enforce the school's policies while also warmly welcoming families;
- Able to stay calm and poised in high-pressure situations;
- Able to work collaboratively with the all BCCS staff to successfully implement the school's program;
- Able to meet the social and emotional needs of students;
- Able to effectively execute multiple tasks with accuracy and efficiency;
- Able to effectively execute substitute lesson plans; and
- Able to use various Microsoft Office programs and school administration software.

To Apply:

Applications including your resume and a cover letter describing your interest and qualifications should be sent to teacher@bostoncollegiate.org. You may access our direct application at: <https://goo.gl/forms/2POJRff6SdEL2iN03>. 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.