



Transition Support Associate 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 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 **Transition Support Associate** who wants to join a dynamic and flexible school team. This position reports to the Director of Student Support. As a strong candidate for our position, you will...

Have knowledge of or experience in

- Special Education practices;
- Massachusetts and federal Special Education law and compliance requirements;
- child/adolescent development; and
- Chapter 688 regulations and other external agencies, including developmental training programs.

Be able and willing to

- speak authentically about the imperative for diversity, equity, and inclusion in schools;
- 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;
- consistently hold students accountable to academic and behavioral expectations;
- use data regularly to drive your student-based decisions;

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 coordinate supervision and evaluation of students in vocational training sites;
- to coordinate transition activities for college, career, and community readiness (including but not limited to dual enrollment opportunities, etc.);
- to secure in-school and community job placements for students ages 14-21. (collaborating with Work Inc, etc.);
- to assist with alignment of transition continuum of services at the secondary level;
- to use community resources to enhance instructional programming;
- to develop Life Skills/Travel Training curriculum, design and implement lesson plans, and assess student progress, grades 5-12 and collaborate with supporting staff to ensure that lessons and goals are incorporated into all relevant areas of learning;
- to refer students to the Division of Rehabilitation Services as appropriate: facilitate referral, application, eligibility process for students and families to adult service providers such as MRC, DDS, etc;
- to maintain required paperwork including but not limited to forms, transportation notices, student data, and classroom correspondence;
- to participate in all pertinent IEP meetings;
- to educate parents and staff by distributing information on transition issues, hosting parent information meetings, and scheduling tours of facilities;
- to conduct regularly scheduled meetings with service providers to discuss and resolve staff and program issues and concerns
- to keep Director of Student Support informed of program, staff, facility and equipment needs.
- to support with submitting reports and other required information to the DESE by the dates assigned.

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.

- to support with coordination of service providers, including but not limited to outside evaluations;
- to provide coverage during paraprofessional absences;
- to collaborate with the Student Support Managers to complete the Transition Services Component of the IEP and contribute to the Summary of Performance;
- to collaborate with the Student Support Managers to develop appropriate, measurable vocational goals and objectives and comment on IEP progress report;
- to conduct individualized transition planning meetings with parents and/or students; and
- to be an Exempt employee, who works a regular 40-hour week with hours to be determined.

ADDITIONAL QUALIFICATIONS

- a high school diploma required, a Bachelor's degree preferred
- a minimum of two years working with students with moderate and/or severe disabilities required
- bilingualism in Spanish or Haitian Creole preferred, but not 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.



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, lottery-based admission 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 15 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 both internal and external professional development.
- BCCS teachers have authentic voice to improve the school: teachers co-create the evaluation rubric; teachers advise on compensation and school policy; a teacher currently sits on the Board of Trustees.
- BCCS is family-friendly, offering onsite daycare and flexible schedules when possible.

Teacher development and growth.

- BCCS gives teachers autonomy to design curriculum based on Common Core and Next Generation Science Standards and to 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, rehauling curriculum, 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.