



CHIEF OF STAFF SCHOOL YEAR 2017-2018

THE SCHOOL - Bridge Boston Charter School is a comprehensive, full-service public school that opened in the fall of 2011 with 72 children in K1 and K2. This year the school holds grades K1-6 with 312 students. We are chartered to expand by a grade each year until we serve 335 students in grades K1-8. Bridge Boston Charter School's mission is to help our students thrive in a challenging, joyful, inclusive public school community that values close partnerships with families and a focus on the whole child. Through full-service programming, Bridge Boston Charter School works to remove the health and social obstacles that hinder student learning. This year we are serving students who are 39% ELL, 21% SPED, and 20% who have been or are currently homeless. To serve our students and fulfill our mission, the school is chartered to run an extended year and extended day program.

THE POSITION – We are looking for a team-oriented and driven Chief of Staff, who is excited to advance our strategies to attract, develop, and keep great people. This is a new position so a pioneering and collaborative spirit is essential. The ideal candidate enjoys working with teachers and staff, as well as students and families. This is a full-time, 12-month position, and eligible for competitive benefits package. Reports to Executive Director.

Qualifications

- Bachelor's degree required; 4-5 years of work experience preferred; prior teaching experience preferred
- Demonstrated experience in understanding school culture; unpacking and improving organizational systems
- Experience with recruitment and hiring, developing professional networks
- Superior interpersonal, listening, and communication skills, written and verbal, with different audiences, including students, parents/guardians, and staff
- Exceptional organizational and project management skills; can build and maintain systems that can grow with the school
- Ability to work independently as well as within small and diverse teams
- Proactive, resourceful and creative problem-solver
- Value of diversity and demonstration of cultural competence; experience in supporting diverse needs and working with diverse populations
- Life-long learner; willingness to make and learn from mistakes; values and solicits critical feedback
- Sense of humor and joy
- Proficiency with Google Apps and Excel is a plus
- Bilingual Spanish, Haitian-Creole, or Cape Verdean Creole highly desirable

Responsibilities

- Oversee and work closely with hiring managers/direct supervisors on recruitment and hiring strategies, as well as development of a selection and interview process
- Research and actively cultivate sources of future talent, including leveraging of staff networks, alma maters, targeting recruitment events, organizational partners, and job-board strategy
- Manage and support candidates through all stages of the process, including phone screening of qualified candidates and a robust on-boarding and orientation experience
- Work closely with Business Office/HR and Data Specialist to design, implement, and monitor effective and compliant hiring practices and data tracking
- Provide organizational support to senior leadership and help manage board and/or school-wide projects; calendar planning
- Coordinate school improvement efforts including annual surveys, focus groups, and task forces/committees
- Promote positive school culture and support school operations (can include combination of arrival, dismissal, breakfast, lunch, recess, after school duties, school celebrations and traditions)
- Participate in leadership and department meetings
- Fulfill other duties as assigned

More information about the school is available at www.bridgebostoncharterschool.org. Interested applicants should email a cover letter and resume to Yully Cha; please title subject heading as: *Chief of Staff* and send to hr@bridgebostoncs.org.

Bridge Boston Charter School does not discriminate on the basis of age, color, disability, national origin, race, religion, sex, gender identity or sexual orientation. Inquiries concerning Bridge Boston's compliance with Title IX and other civil rights laws may be directed to the Executive Director, 435 Warren Street, Roxbury, MA 02119, phone: 857-229-1601.