



Human Resources and Administrative Services Manager 2019-20 (full-time)

Community Charter School of Cambridge (CCSC) is a public charter school that serves students in grades 6-12. Focusing on post-secondary success for *all* students, CCSC combines high academic and behavioral standards with an environment of unconditional affection, acceptance, and belonging in which all students can thrive. CCSC seeks dedicated, outstanding, and innovative faculty who are interested in

- joining our exceptionally diverse and talented team (49% faculty of color, 57% administrators of color for the 2018-2019 school year).
- contributing to our rigorous academic program and strong school culture.
- supporting the school's commitment to diversity and social justice, which is reflected in our daily practices, policies, and systems.
- learning through professional development that is team-based and includes an extensive focus on race and equity.

CCSC remains one of the highest ranking middle/high schools in the greater Boston area. The school has received an official state commendation and was runner-up for the prestigious Pozen Prize for Charter Schools. Please visit www.ccscambridge.org to learn more about our work.

This non-instructional role focuses on human resources work, student enrollment, and other administrative services critical to the smooth and efficient running of a charter public school. CCSC's Administrative Services, Enrollment, and Human Resources Manager collaborates closely with the head of school, other members of the leadership team, and other, operations staff. In addition, as is the case for all non-instructional roles, they fulfill all regular duties and commitments required of all CCSC staff and supervise students in different settings on occasion. This is a 12-month position, with three weeks off during the summer and normal school vacations during the academic year.

CCSC's Administrative Services, Enrollment, and Human Resources Manager can expect to:

- Execute human resources work, working closely with the head of school. This includes:
 - keeping up-to-date and confidential personnel records,
 - disseminating contract materials,
 - managing new staff onboarding,
 - updating the employee handbook,
 - tracking absences and managing substitute teacher coverage, both external and internal,
 - preparing a variety of written documents critical to the school's well-being,
 - serving as the school's Records Access Officer
- Manage student enrollment, which includes:
 - executing the lottery process, enrolling new students, enrollment, tracking enrollment, and working closely with the Director of Student and Family Engagement on new student orientations
 - processing transfers and handling record and enrollment verification requests,
 - completing enrollment-related data submissions required by the DESE while ensuring the school remains in compliance by tracking mandated deadlines and submitting records, reports, and other materials
- Complete administrative services, including:
 - supervising and evaluating some staff, and assigning work as is needed and appropriate
 - working with the head of school on board of trustee-related tasks
 - overseeing acquisition of school supplies, processing of invoices and reconciling of various accounts

C O M M U N I T Y



CHARTER SCHOOL OF CAMBRIDGE

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Qualifications:

- BA or BS required;
- HR, office management, and/or student enrollment experience preferred, especially in a school-based setting
- Excellent communication skills
- Proven organizational systems and skills

How to Apply

Send a cover letter and resume to Caleb Hurst-Hiller, head of school, at HRjob@ccscambridge.org with the subject line "Human Resources and Administrative Services Manager"