



Academic Resource Center Assistant

PREAMBLE

Boston College High School is a Catholic, Jesuit, independent school serving approximately 1400 young men across grades 7-12 from various communities across Massachusetts. Founded in 1863, Boston College High School continues its commitment to an authentic formation of the head, heart, and hands within the parameters of the Characteristics of Jesuit Education, the Ignatian Pedagogical Paradigm, the BC High Mission Statement, and the strategic plan.

ROLE PURPOSE

Boston College High School is seeking a part-time Academic Resource Center Assistant, who will work with the Supervisor of Learning Enhancement and the rest of the Academic Resource Center team to support academic programming that provides individualized, tailored support to students with a variety of learning needs.

The successful candidate will be committed to the mission of BC High and displays a sensitivity to and understanding of students with diverse learning challenges. Under the direction and supervision of the Supervisor of Learning Enhancement, the Academic Resource Center assistant will foster a positive, structured, and caring environment, as part of a team providing direct support and instruction to identified students.

This position is part-time (20 hours a week) staff position scheduled to work 11:30 am - 3:30 pm Monday through Friday during the academic year (late August through early June).

SPECIFIC RESPONSIBILITIES

- Assist with the day-to-day operations of the Academic Resource Center.
- Facilitate student access to school resources.
- Support Academic Resource Center staff as needed in the management of the space.
- Assist with one-on-one and small group support/instruction for students in grades 7-12.
- Provide lunch and after school coverage in the Academic Resource Center.

SELECTION CRITERIA

- Experience working in a school environment with students in grades 7-12 preferred.
- Broad knowledge of learning differences & experience working with students with learning disabilities.
- Background/ familiarity in the areas of Math and Science preferred.

BENEFITS INCLUDE: free daily lunch, cost-effective/competitively priced daycare on site (pending availability), free parking, and a competitive hourly rate.

Deadline for applications: October 10, 2025

Applications should include a cover letter and resume and must be submitted through Paylocity.