

Assistant Head of the Arrupe Middle School(Grades 6–8)

Boston College High School

Position Overview

The Assistant Head of the Arrupe Middle School is an educational leader who partners closely with the Head of the Arrupe Middle School to advance the Jesuit, Catholic mission of Boston College High School. Rooted in the tradition of the Society of Jesus, the Assistant Head supports the formation of students as men for others through academic excellence, character formation, and a commitment to reflection, justice, and service.

This 12-month position carries a distinctive leadership responsibility during its first two years: the design, launch, and successful establishment of a new 6th grade program, expanding the Arrupe Middle School from its current grades 7–8 structure into a comprehensive 6–8 middle school program.

During the first year, the Assistant Head will lead the planning and implementation of the sixth grade, including academic and co-curricular program design, faculty recruitment, and student transition. In the second year, the role will focus on strengthening and refining the program to ensure a successful and sustainable middle school experience for the inaugural cohort.

Beginning in the third year, the position will evolve into a more traditional Assistant Head of Arrupe Middle School role, supporting the Head of the Arrupe Middle School across the full range of academic, student life, and operational responsibilities for grades 6–8.

Throughout this process, the Assistant Head will help ensure that the Arrupe Middle School reflects the Jesuit commitment to *cura personalis* — care for the whole person — supporting students’ intellectual, social, emotional, and spiritual growth during these formative years.

Primary Responsibilities

Leadership in the Development and Launch of the 6th Grade Program

- Lead the planning, development, and implementation of Boston College High School’s new 6th grade program.
- Collaborate with the Head of the Arrupe Middle School to articulate a clear vision for a mission-aligned grades 6–8 experience grounded in Jesuit educational principles.
- Design and implement program structures appropriate for early adolescents, including:
 - Academic programming
 - Daily schedule
 - Advisory and formation structures
 - Student support systems
 - Orientation and transition programs for students and families
- Partner with academic leaders to ensure curriculum coherence and developmental alignment across grades 6–8.
- Assist in the hiring, onboarding, and mentoring of sixth grade faculty, fostering a collaborative and mission-centered professional culture.
- Work closely with the Enrollment Office and school leadership to communicate the vision and value of the expanded middle school program to prospective families.
- Lead ongoing evaluation and refinement of the sixth grade program following its launch.

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Academic Leadership

- Assist the Head of the Arrupe Middle School in promoting excellence in teaching and learning consistent with Jesuit pedagogy.
- Support curriculum alignment and academic continuity across grades 6–8.
- Observe classrooms and provide constructive, growth-oriented feedback to faculty.
- Encourage teaching practices that foster intellectual curiosity, reflection, and critical thinking.
- Monitor student academic progress and collaborate with counselors, the Academic Resource Center, and other support teams to ensure appropriate interventions and enrichment opportunities.
- Facilitate faculty collaboration and professional development focused on the needs of middle school learners.

Student Life, Formation, and Care

- Partner with the Head of the Arrupe Middle School to foster a student-centered culture rooted in dignity, belonging, and respect.
- Support student discipline and restorative practices that emphasize growth, accountability, and reconciliation.
- Collaborate with campus ministry, counseling, and student support teams to ensure the holistic formation of students.
- Serve as a visible and accessible presence for students and families throughout the school day.
- Communicate regularly with parents and guardians in support of students' academic and personal development.

Operational and Community Leadership

- Support the daily operations and supervision of the Arrupe Middle School.
- Assist with scheduling, event planning, and the coordination of middle school traditions and activities.
- Collaborate with colleagues across academic divisions, athletics, and extracurricular programs to ensure a cohesive student experience.
- Help cultivate a professional community that models Ignatian values of reflection, collaboration, and service.

Qualifications

- Bachelor's degree required; master's degree in education or educational leadership preferred.
- Minimum of five years of middle school teaching, counseling, or leadership experience.
- Demonstrated commitment to Jesuit education and the formation of young adolescents.
- Experience with curriculum development, instructional leadership, or program development.
- Strong understanding of early adolescent development.
- Excellent communication, organizational, and interpersonal skills.
- Demonstrated ability to build strong relationships with students, faculty, and families.
- Experience launching new programs or initiatives in a school setting is strongly preferred.

Reports To Head of the Arrupe Middle School

Expected Start Date: August 1, 2026