



Evaluations & Academic Support Coordinator

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 an Evaluations & Academic Support Coordinator, who will work with the Supervisor of Learning Enhancement to develop and manage academic programming that provides individualized, tailored support to students with a variety of learning needs. In collaboration with the Supervisor of Learning Enhancement, the Evaluations & Academic Support Coordinator will develop clear practices and policies regarding appropriate support structures for students with diagnosed learning differences and help teachers to implement individual academic support plans for those students.

The successful candidate will be a passionate educator who is 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 Evaluations & Academic Support Coordinator will foster a positive, structured, and caring environment, while also providing direct support and instruction to identified students.

SPECIFIC RESPONSIBILITIES

- Support teaching staff by offering resources, assistance, advice, and training to enable faculty to better meet the needs of all learners
- Act as the liaison between BC High and public school districts/private providers to coordinate testing and re-evaluations for students with suspected/ diagnosed learning disabilities.
- Attend & assume an active role in IEP & 504 Meetings
- Interpret psycho-educational and academic testing, create comprehensive individual student support plans for students with a documented need for academic accommodations, and communicate important student information to appropriate adults in the community
- Collaborate with the Admissions team during and after the application season to answer parent questions about academic support at BC High & provide guidance about BC High's ability to support prospective students with diagnosed learning differences.
- Coordinate accommodations for College Board and ACT Exams

- Meet with incoming families regarding the services offered by the Academic Resource Center
- Collaborate with the Learning Specialist & Supervisor of Learning Enhancement to monitor the progress of the students enrolled in the Academic Resource Program
- Facilitates communication with teachers, students, parents, Guidance Counselors and Heads of House to share pertinent information, discuss a student's academic needs, and communicate individual student progress
- Collaborate with teachers to assist in the implementation of accommodations in the classroom
- Communicate with outside specialists and/or tutors
- Host Family Conferences to discuss student performance
- Collaborate with the Vice Principals, Guidance Office, and Heads of House to coordinate academic support services for students
- Provide one-on-one and small group support/instruction for students

Other Expectations

- Lead a small-group advisory (30 minutes weekly)
- Participate in Equity Leadership Group/DEI sessions
- Participate in school-wide, community events including professional development days, masses, admissions events & graduation events

SELECTION CRITERIA

- Bachelor's degree in a related field (Special Education, Speech-Language Pathology, TESOL). Master's degree preferred.
- At least 2 years of experience working in a school environment with students in grades 7-12.
- Broad knowledge of learning differences & experience working with families & students with diagnosed learning differences
- Experience coordinating academic support services for students preferred

BENEFITS INCLUDE: free daily lunch, cost-effective/competitively priced daycare on site (pending availability), free parking, funded unique and comprehensive professional development opportunities, and a competitive salary and benefits package.

Applications should include a cover letter and resume and must be submitted through our online Paycom system link. Applications should be submitted no later than Monday May 15, 2023.

Internal applications should be addressed to the Supervisor of Learning Enhancement, Ms. Marilee Bennis.

Applications should include a cover letter and resume, and be sent care of Ms. Sue Glover; Manager, People and Culture, at sglover@bchigh.edu.