



FIND YOUR VOICE. SPEAK YOUR MIND.

1359 Route 2 • The Mohawk Trail • Charlemont, MA 01339 • 413.339.4912 • Fax 413.339.4324 • www.charlemont.org

Part-Time Academic Support Specialist (Middle & High School)

Overview

The Academy at Charlemont is seeking a dedicated Part-Time Academic Support Specialist to provide essential instructional assistance to middle and high school students (grades 6-12). This role focuses on helping students develop effective study habits and strengthen their foundation in core academic subjects.

The Academy at Charlemont, nestled in the foothills of the Berkshire mountains, has been providing an exceptional college-preparatory education to students for over 40 years. Employing a progressive teaching method which honors each child as a learner, partner, and explorer, The Academy is a special place to work.

Key Responsibilities

- **Study Skills & Executive Function Coaching:** Guide students in improving organizational skills, time management, active note-taking, and test-taking strategies.
- **Curriculum Reinforcement:** Review current classroom lessons, homework assignments, and upcoming assessments to reinforce material delivered by teachers in one-on-one or small group sessions.
- **In-class support:** When applicable, provide in-class support for students.
- **Communication:** Maintain professional communication with academic teachers, students, caregivers, and the Co-Head of School for Academics.
- **Collaboration:** Work with the Co-Head of School for Academics and faculty to interpret educational testing for current and prospective students, attend meetings for students who need additional testing or support, and create building plans for students.

Preferred Qualifications

Qualified applicants will have experience working with diverse learners, including students with IEPs or 504 plans. They will have demonstrated an ability to motivate and build rapport with adolescents in an academic setting. Experience working with 6th-9th graders is of particular

interest, as most support will happen in these grade levels. While skills pertaining to the above study skills support are most relevant, content area expertise in any of our core subjects is also beneficial.

This role is a part-time, 10-month role with the potential for more full-time employment in the future.

Start Date: As soon as possible, no later than September 1, 2026

Salary/Wage: \$25-45 per hour, depending on experience

Hours: 16 - 24 hours per week

Application Process: Applications should be submitted via The Academy at Charlemont [employment page](#).