



Job Description: Director of the Learning Center
Classification: Full Time, Salaried, Exempt
Reports to: Academic Dean

Job Summary:

The Director of the Learning Center provides overall leadership, instruction, program development, and day-to-day management of student academic learning support, including the implementation of formal accommodations. The Director of the Learning Center works with faculty to insure the learning success of each student. The goal is to provide supportive and structured learning assistance for students enrolled in the Learning Center and those who need periodic assistance. The Director of the Learning Center reports directly to the Academic Dean and works closely with faculty to oversee the learning program. The Director of the Learning Center also works closely with the Guidance Team, the Dean of Student Life, the School Nurses and the School Counselor to provide support for individual students.

Key Responsibilities - All functions including but not limited to:

- Working with students and faculty to address the academic success of all students and implementing individual accommodation plans.
- Supporting all students in their organizational and study skills, academic work and testing accommodations in order to become successful learners and self-advocates, and to help students make full use of school-based resources
- Reviewing/maintaining student records/files, analyzing psycho-educational reports and providing recommendations based on these reports, and consulting with faculty, administrators, and parents
- Reviewing admissions applications as part of the Admissions Committee to anticipate needs of future students
- Serving on the Department Chairs Committee and the Curriculum Committee.
- Serving as a key member of the Guidance Team and as an advisor to students
- Supporting individual students and families with compassion and care and communicating necessary student information with parents and the School in a timely fashion
- Supporting faculty in their understanding of a student's individual accommodation plans and with their specific assignments for their classes
- Discussing solution-based ideas with faculty and students related to academic concerns
- Providing professional development opportunities to increase teacher effectiveness in the classroom
- Serving as the school's College Board SSD Coordinator and ACT Special Testing facilitator
- Coordinating accommodation for in-house exam period
- Coordinating on-campus tutor referral system

No job description can anticipate all responsibilities as such; there may be other assigned duties.

The Director of the Learning Center should love working with teenagers and have the ability to lead a vibrant,

engaging and forward-thinking learning center program in collaboration with students, their parents and faculty. The candidate must demonstrate excellent leadership and organizational skills, have a record of planning successful programs, and be a clear and inspiring communicator with a variety of constituents. The candidate must possess a warm and approachable personality while being firm, consistent, predictable and fair. Experience in a boarding school is preferred.

Qualifications:

- Candidates should be well-versed in the language and assessment tools used in neuropsychological evaluations and hold an advanced degree, or have completed coursework toward an advanced degree in special education, psychology, or a related field.
- Strong organizational skills and the ability to successfully manage multiple projects and work under deadlines.
- Strong communication and interpersonal skills. Ability to build relationships with multiple constituencies and to convey clear messages orally and in writing.
- Ability to work independently and make decisions in accordance with established policies and regulations.
- Professionalism. High degree of discretion and confidentiality must be held.

Other Qualifications and Expectations:

All prospective employees must be able to clear a background check and TB screening. Position may require weekend and/or night duty situations.

Physical Work Environment:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position it is required to regularly remain sedentary for long periods of time while processing information and paperwork both manually and on a computer. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

The employee uses hands and arms to reach and must be able to use fingers and hands to type and manipulate a computer keyboard and mouse. The requirements of the job include repetitive motions of the wrists, hands and/or fingers.

The employee is regularly required to listen, physically direct, and speak. Additionally, this position must be able to converse clearly in both written and oral communications, over a telephone and in person. Specific vision abilities required by this job include close vision, distance vision and ability to adjust focus.

Occasionally the employee must exert up to 10 pounds of force and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move object, including the human body.

The worker is not substantially exposed to adverse environmental conditions (typical office or administrative work).

The noise level in the work environment is usually moderately quiet; however, variations in noise level may occur when the employee attends school functions such as assemblies, graduation and other events.