

**Assistant Director  
Mansfield Hall, Burlington, Vermont**

**Job Description and Benefits**

The Assistant Director functions in a key leadership role at Mansfield Hall and must embody the mission, values, philosophy and approach of the organization. The Assistant Director will have direct oversight of the Academic Department, including Academic Directors and Academic Coaches. The Assistant Director supports the operational success of Mansfield Hall's Burlington, Vermont, program, ensuring seamless team management and staff development, program development and delivery, and quality control and evaluation.

**General Responsibilities:**

*Leadership*

- Promote the mission, vision, and values of the organization and nurture the potential of students and staff.
- Enhance and implement the organizational vision as established in Mansfield Hall's Strategic Plan.
- Cultivate a culture and community of support, empowerment, collaboration, curiosity, and growth among both staff and students.
- Work with staff to develop relationships and systems to ensure consistent, high-quality service delivery.
- Provide leadership in development of inter-team communication and cohesiveness, foster a listening culture, and support staff during organizational growth.
- Model maturity, flexibility, initiative, self-care, collaborative problem solving, open listening, and curiosity.
- Have a sense of humor.

*Team Management and Development*

- Supervise Academic Director level staff and Culinary Instructor and support the supervision of all other staff to offer their best selves, skills, and strengths to their work.
- Ensure high quality and consistent Academic program.
- Support the professional development program.
- Lead and participate in performance review meetings with staff
- Ensure consistent, high-quality evaluation and goal setting for all employees.
- Instill a sense of accountability among team members by modeling oversight of individual and organization performance standards.
- Support hiring, training, orientation, and schedules of all staff members in Burlington.
- Supervise and support various interns including our Fellows Program.

### *Program Operational Management*

- Cultivate and manage relationships with partner organizations, area colleges and the broader Burlington community.
- Cultivate and manage relationships with Educational Consultants and other referring parties.
- Support tours of Mansfield Hall for parents, Educational Consultants, community and college partners.
- Support parent communication strategies that ensure alignment with expectations, services, and supports for students, as well as provide appropriate parent education and coaching to allow them to be successful members of their student's team.
- Build relationships with students and participate on their team when additional leadership is warranted.
- Supervise staff to develop high quality student plans and goals as outlined in their Student Led Plans and Staff Supported Skills.
- Develop the necessary systems, processes, and tools to better support the facilitation, collection, and sharing of knowledge that is generated by the program.
- Know, follow, and enforce the organization's personnel policies and administrative procedures.
- Oversee accurate reporting of student progress in the BestNotes System and Google Drive.
- Participate in the Leadership Team On-Call Rotation.
- Perform other duties not specified, but essential to the functioning of the Mansfield Hall program.

### *Operational Excellence*

- Provide leadership in developing and maintaining operational processes, innovative program design, and excellence in program execution.
- Nurture, care for, champion, and develop our student-centered goal setting process and its intersection with all aspects of our program to ensure student success and program alignment with vision and values.
- Document systems, strategies, and philosophical approach through organizational manuals directed at various stakeholders, from staff to students to parents.
- Practice, train, and coach staff in evidence-based practices that align with our core mission, vision, and values. These include but are not limited to: Collaborative Problem Solving, Motivational Interviewing, Social Thinking, Person-centered Planning, and Universal Design.
- Collaborate and consult with Mansfield Hall programs in other locations, including possible site visits and hosting other Mansfield Hall staff at our Burlington location for training and expertise development.

## **Compensation and Benefits:**

- This is a full-time exempt from overtime position with an hourly wage paid in two week intervals. Compensation at date of offer is \$ \_\_\_\_\_ to begin on \_\_\_\_\_.
- Subsidized health insurance policy (High Deductible Health Plan) with contribution to Health Savings Account at each pay period.
- Paid time off of 30 days per year (to include vacation, sick time, personal time and holidays), accrued bi-weekly, with a maximum accrual of unused time of 35 days.
- Paid Maternity/Paternity and Disability Leave
- Mansfield Hall will make 3% matching contributions to the Mansfield Hall sponsored retirement program after 1 year of service.
- Mansfield Hall sponsored mobile device plan if the employee enrolls with corporate account.

All Mansfield Hall employees are expected to demonstrate in interactions with students and staff the following skills: creating a fun work and living environment, problem solving, building a positive and inclusive culture, conflict resolution, negotiation, direct and respectful communication and listening regarding interpersonal issues, ability to act with high regard for the privacy, integrity, and confidentiality of all students.