

Mansfield Hall  
Job Description  
**Connections Director**

**Exhibit A. – Connections Director Position Description and Benefits**

The Connections Director functions in a leadership role at Mansfield Hall and must embody the mission, values, philosophy and approach of the organization. The role of the Connections Director is to run Connections, our transition program, serve as the primary Case Manager and Coach for the students who are enrolled in Connections and be responsible for the management of all aspects of a Connections student's enrollment at Mansfield Hall. The Connections Director may also be the primary Academic Director or Director of Student Life for a portion of the residential. The Connections Director reports to the Site Director.

Duties include, but are not limited to:

- Manage the creation and chart the progress of Connections student's individualized Pathway to Independence Plan. This includes, but is not limited to, reviewing assessments, conducting weekly goal setting, goal review, and coaching sessions with students, and working collaboratively with the student's team (including parents) to support the creation of a thoughtful, realistic, and meaningful learning plan.
- Work with Connections students to increase their independent life skills and ability to access supports and services on campus in the community.
- Manage the various services and activities related to a Connections student's enrollment (including, but not limited to, doctor's appointments, therapist appointments, travel arrangements, attending to needs, etc.).
- Coordinate and collaborate with the Director, Assistant Director, Academic Directors, Directors of Student Life, Community Outreach Director, Culinary Coach, Student Life Coordinators, Mansfield Fellows, school officials, service providers, and other internal and external stakeholders to ensure programmatic goals are being met.
- Schedule and hold regular weekly academic coaching and tutoring sessions with students that include the opportunity for students to identify and review learning goals, stay organized with their course-work, and receive academic skill instruction.
- Be familiar with the college registration process at each local college in addition to managing important dates and facilitating course registration (or withdrawals) with students and families.
- Hold the long-term and short-term view of a student's academic goals when advising them around course registration to ensure that course loads are appropriate on a semester basis as well as in meeting their academic objectives or general education or major requirements.
- Be familiar with local campuses, disabilities services offices, and other on-campus academic supports and the documentation requirements for DSS services, as well as the benefits and drawbacks to self-identification for DSS services and the need for appropriate self-advocacy in the postsecondary setting.

- Identify and become familiar with available accommodations at the postsecondary level.
- Implement Mansfield Hall's diagnostic-prescriptive methodology for identifying and supporting learning challenges, including evaluating assessment tools or scheduling educational testing, and helping students build their own Learning Profile.
- Appropriately utilize, and add to, the resource-bank of "Mansfield Hall-friendly" professors and courses at appropriate institutions.
- Be familiar with library and learning resources available to students on all campuses.
- Provide timely and relevant updates to parents and referral sources.
- Direct supervision and support of Student Life Coordinators and Academic Coaches, including ensuring that staff are adequately trained in their duties.
- Attend weekly Community Meetings, Leadership Team Meetings, Director-Level Meetings, and Calibration, as well as serve on various committees and provide leadership and training to direct-care staff.
- Lead bi-weekly Connections Meeting to discuss student progress and plans and ensure the whole team is working in alignment with each other and with program mission, vision, and values.
- Co-lead our Fellows Program and co-supervise our six to eight fellows in their internship.
- Take a leadership role in supporting the Mansfield Hall community to be aware of and encouraged to participate in events and services on all the area campuses.
- Participate in recruitment, admission and marketing activities as determined by the Leadership Team.
- Participate in the Director Team On-Call Rotation (approximately one week out of every six).
- Follow the Best Notes System's reading and writing policy.
- Have an awareness of budget parameters and carry out duties within those constraints.
- Have expertise with the organization's personnel policies and follow and enforce administrative procedures.
- Perform other duties not specified, but essential to the functioning of the Mansfield Hall program.

#### **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: curiosity, self-reflective practice, creating a fun work and living environment, problem solving, building a positive and inclusive culture, conflict resolution, negotiation, direct and respectful

communication regarding interpersonal issues, ability to act with high regard for the privacy, integrity, and confidentiality of all students.