

Mansfield Hall
Position Description
Director of Student Life

Exhibit A. – Director of Student Life Position Description and Benefits

The Director of Student Life functions in a leadership role at Mansfield Hall and must embody the mission, values, philosophy and approach of the organization. The role of the Director of Student Life (DSL) is to manage the milieu and operations of the House, promote a pro-social community atmosphere, and serve as the primary Case Manager and Coach for the students who live there. The DSL is responsible for the direct supervision and management of all aspects of a student's enrollment at Mansfield Hall. The Director of Student Life reports to the Site Director.

Duties include, but are not limited to:

- Manage the creation and chart the progress of student's individualized Student Led Plan by conducting weekly goal setting, goal review, and coaching sessions with students.
- Work with team to develop, implement, and monitor the progress of Staff Supported Skill development for each student.
- A familiarity and facility with Collaborative Problem Solving and Motivational Interviewing.
- Develop and implement strategies to help empower students and improve executive functioning, self-advocacy, and independent living, and pro-social communication skills.
- Coordinate and collaborate with the Director, Academic Director, Community Outreach Director, Student Life Coaches, Fellows, school officials, service providers, and other internal and external stakeholders to ensure programmatic goals are being met.
- Provide timely and relevant updates to parents and referral sources.
- Manage the various services and activities related to a student's enrollment (including, but not limited to, doctor's appointments, therapist appointments, travel arrangements, attending to needs, etc.).
- Oversight of the residence (including physical plant) and regular communication with appropriate staff and outside providers to maintain a clean and safe environment.
- Direct supervision of Student Life Coaches, Life Skills Coaches, including ensuring that staff are adequately trained in their duties.
- Attend weekly Community Meetings, Director-Level Meetings, serve on various committees, and providing leadership and training to direct-care staff.
- Lead weekly House Meetings 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.
- Participate in recruitment, admission and marketing activities as determined by the Director of Admissions/Business Development and Site Director.
- Participate in the Leadership Team On-Call Rotation (approximately one week out of every four to six weeks - if needed).
- Facilitate the application of formal and informal tracking tools, such as the BRIEF, PTI, and OQ-45 as well as progress monitoring of student goal setting.
- Read academic and student life shift notes and ensure accurate daily reporting of student progress in the Best Notes System.
- 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.

Acknowledged by Employee (Printed Name): _____.

(Signature and Date): _____.