

### **Academic Director Position Description and Benefits**

The Academic 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 Academic Director is to serve as the primary academic case manager and coach for assigned Mansfield Hall students, guiding the development of students' academic and self-advocacy skills as they learn how to navigate and find success in a post-secondary learning environment. The Academic Director works closely with the Director of Student Life and the Community Outreach Director to help students make positive change through our Pathway to Independence Model, including supporting students to set and meet goals as outlined in their Student Led Pathways to Independence Plan. The Academic Director reports to the Assistant Director.

Duties include, but are not limited to:

- 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.
- The Academic Director is expected to provide relevant and timely updates to both staff and families regarding goal setting, academic progress, identified challenges, and potential need for intervention. Early prevention, detection, and communication is a key element of this position. This includes coordinating and collaborating with the Director of Student Life, Community Outreach Director, Student Life Coordinators, Mansfield Fellows, Assistant Director and Director to ensure programmatic goals are being met.
- Learn and utilize Mansfield Hall systems and communication expectations/requirements (internal and external).
- Be familiar with the college registration process at each local college in addition to important dates and facilitate 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.
- Secure appropriate releases to facilitate an open exchange of information with students, families, disabilities services offices, and other service providers.
- 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.
- Support the hiring and training of Academic Coaches, Writing Specialists, Academic Interns, and other Academic Support Staff.
- Supervise Academic Support Staff.
- Be familiar with library and learning resources available to students on all campuses.
- Utilize Mansfield Hall’s system for tracking and predicting academic challenges with students, their courses, attendance, grades, upcoming projects, needs, etc.
- Utilize and contribute to Mansfield Hall’s Evidence-Based and Industry Best Practices resource library for all Academic Coaches for supporting students with diverse learning needs in:
  - ADD/Executive Functioning learning challenges and interventions
  - Autism Spectrum Disorder learning challenges and interventions
  - Reading Comprehension/Text Analysis
  - Writing
  - Math Skills
  - Study Skills
  - Assistive Technology
  - Test-Taking Strategies
- The Academic Director is expected to attend weekly Community Meetings, Leadership Team Meetings, Director-Level Coordination Meetings, serve on various Committees, and provide leadership and training to direct-service staff.
- The Academic Director participates in the Leadership Team On-Call Rotation.
- Other duties, as assigned.

**Compensation and Benefits:**

- This is a full-time Exempt from overtime position with an annual salary paid in two week intervals.
- Subsidized health insurance policy (High Deductible Health Plan) with contribution to Health Savings Account at each pay period.
- Combined 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 30 days.
- Paid Maternity/Paternity Leave
- Paid Disability
- Mobile Device Plan and Payment
- Corporate 401(k) and matching contributions (after one year)

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.