



MANSFIELD HALL

— Empowering Students for Life —

JOB DESCRIPTION

Position Title: Academic Director - Burlington

Date/Revision: 3/10/2019

Employment Category: Exempt - Executive

Reports to: Assistant Director

Position Summary:

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.

Minimum Qualifications for Knowledge/Experience:

1. A graduate degree in behavioral sciences or related fields, or equivalent.
2. Three or more years of experience working in or with diverse learners, higher education settings, multiple stakeholders, or a combination of these.
3. Ability to develop strong professional relationships with community partners (therapists, campus and community resources, etc.).
4. Proven success working independently, in a flex-space environment at times.
5. Experience supervising two or more direct reports.
6. A passion toward supporting team goals and success.
7. Experience supporting families and stakeholders around student academic/social growth and development in a higher education environment.

Essential Duties:

1. Supervise Coaches to offer their best selves, skills, and strengths to their work.
2. Serve as a Case Manager for Academic students, supporting Academic Skills Development.
3. Provide regular communication to parents on their student's growth and challenges.
4. Liaison with appropriate campus and community resources.
5. Maintain organizational databases (academic, communication, student planning) via Google Suite.

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6. Instill a sense of accountability among team members by modeling oversight of individual and organization performance standards.
7. Support students and families in the transition from Mansfield to campus and or community, including overseeing the housing processes.
8. 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.
9. 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.
10. Secure appropriate releases to facilitate an open exchange of information with students, families, disabilities services offices, and other service providers.
11. Be familiar with local campuses, disabilities services offices, and other on-campus academic supports and the documentation requirements for each institution.
12. Utilize Mansfield Hall's system for tracking and predicting academic challenges with students, their courses, attendance, grades, upcoming projects, needs, etc.

General Responsibilities:

- Coordinate and collaborate with the Director of Student Life, Community Outreach Director, Student Life Coaches, Life Skills Coaches, Fellows, Assistant Director, Director, and Director of Programming around student plans to ensure programmatic goals are being met.
- 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.
- 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.
- The Academic Director is expected to attend weekly Community 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.
- Perform other duties not specified, but essential to the functioning of the Mansfield Hall program.

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Working Conditions:

Internal- Work is usually performed in a climate controlled office environment, where exposure to conditions of extreme heat/cold, poor ventilation, fumes, and gases is very limited. Noise level is moderate and includes sounds of normal office equipment (people, computers, telephones, etc.). No known environmental hazards are encountered in the normal performance of job duties.

External- Moderate local travel is required. Work outside the office normally takes place in community spaces on college campuses, although occasionally work may include work in residence hall or apartment environments.

Physical Demands:

Work involves standing and walking for brief periods of time, but most duties are performed from a seated position. There is potential for eyestrain from reading detailed materials and computer work. The ability to lift up to 30 pounds (office equipment, paper, etc.) is required. Deadlines, workloads during peak periods and changing priorities may cause increased stress levels. Work normally requires finger dexterity and eye-hand coordination to operate computer keyboards at a moderate skill level. Repetitive motion injuries may occur. Mansfield Hall will provide adaptive devices as needed.

This job description reflects management's assignment of essential functions, and nothing in this herein restricts management's right to assign or reassign duties and responsibilities to this job at any time.

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.