

Position Vacancy Announcement

Title: Learning Center Coordinator
Reports to: Director of Growth and Enrollment
Anticipated Start date: January 1, 2024

About our Organization

Springer School and Center is a community dedicated to supporting students diagnosed with learning disabilities and their families. Encompassing both a day school and a center for educating parents and professionals, Springer is a caring workplace located in Cincinnati's Hyde Park neighborhood.

Position Summary

The Learning Center Coordinator is responsible for executing, educating and impacting the internal and external community's understanding of learning disabilities, ADHD, and Executive Functioning. This includes development and implementation of programs by providing oversight and guidance regarding programs for parents and professionals. The Learning Center Coordinator ensures programs and programming are in clear alignment with Springer's mission and core values. The Learning Center Coordinator will actively forecast and establish a schedule of programs and events, determine programming and manage staff. In addition, the Learning Center Coordinator will establish a clear, manageable plan which involves growth and positive impact upon the community and organization.

Job Goals

- Strengthen Springer's reputation as the primary resource for learning disabilities, ADHD, and Executive Functioning in the region.
- Design, execute, and maintain a plan to strategically broaden the Learning Center's impact in clear alignment with Springer's mission.
- Maintain records; including contacts, finances, and newly fostered contacts.

Required Qualifications

- Master's degree.
- Expertise with students diagnosed with dyslexia, learning disabilities, ADHD, and Executive Functioning deficits.
- Working understanding of the Science of Reading.
- Experience leading adults and children.
- Strong communication and relationship building skills with parents and professionals.

Additional Preferred Qualifications

- Experience working in schools and with families impacted by a learning disability.
- An existing network of resources to help parents.

Key Characteristics: knowledgeable, articulate, friendly, and detail oriented.

Terms of Employment: Full time 12 months per year.

How to Apply

Qualified applicants should email a resume, cover letter and employment application (found on the Springer employment page) to center@springer-ld.org. The subject line of that email should reflect the position title.

Springer School and Center considers all applicants for all positions without regard to race, religion, gender, sexual orientation, national origin, age, disability, marital or veteran status, or any other legally protected status.