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Title: Middle School Assistant

Anticipated start date: August 1, 2024

About Springer

Springer School and Center is a caring community supporting students diagnosed with learning disabilities and their families. Springer serves the community through four pillars: Springer Lower School and Middle School (grades 1-8), Springer High School (grades 9-10), Springer Diagnostic Center, and Springer Learning Center. Springer faculty and staff embrace the organization's mission and incorporate the core values of student growth/development, staff expertise/development, partnership, communication, and stability in their daily work.

Position Summary

Reporting to the Middle School Director the Middle School Assistant supports the smooth daily operation of the Middle School including but not limited to:

- Addressing student behaviors; leading and supporting livestreaming for students, faculty and instructional assistants; covering classroom needs and coordinating duty coverages.
- Posting and updating meeting agendas; taking meeting minutes; preparing notifications for faculty, staff and families; scheduling conferences; tracking and preparing documents.
- Supporting transitions for new faculty, staff and students; providing support, guidance and mentorship for Instructional Assistants
- Managing and ordering supplies and equipment; decorating common spaces

Required Qualifications

- Experience working directly with students in a school setting.
- Demonstrated experience solving problems with tact and diplomacy.
- Passionate about supporting people.
- Embraces multi-cultural thinking and appreciates diverse perspectives.

Additional Preferred Qualifications

- Prior work experience at Springer School and Center.
- Experience teaching or supporting students diagnosed with learning disabilities.
- Experience incorporating educational technology in a classroom setting.
- College degree in Education or Special Education.

Key Characteristics: Smart, dependable, diplomatic, solutions-minded and tech-savvy.

Terms of Employment: Full-time, 10 months per year (school year).



How to Apply

Qualified applicants should email a resume, cover letter and employment application (found on the Springer employment page) to dhoughton@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.

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