



**Title:** Student Support Services Associate

**Anticipated start date:** June 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**

The primary role of the Student Support Services Associate is to create a welcoming office environment that provides support to the Student Support Services Liaisons for the Jon Peterson Special Needs Scholarship (JPSNS) and Springer’s transition/placement program through communication and problem-solving skills with staff, families, and outside constituents.

**Job Goals**

- Establish a welcoming and efficient office space.
- Manage incoming and outgoing communication involving parents, team members, and outside constituents with urgency, professionalism, diplomacy, and tact.
- Coordinate meetings, classroom observations, and assessments.
- Serve as a supporting point of contact for faculty, staff, and parents/guardians to provide support and direction as needed.
- Utilize and manage technology for efficient workflow while handling administrative tasks.
- Work collaboratively with other members of the school to maintain a safe, smooth, and steady operation.

**Preferred Qualifications**

- Experience managing in a busy office in a human service, non-profit or school setting.
- Experience initiating and finishing projects with care and urgency.
- Ability to prioritize workload, exercise good judgement, and utilize problem-solving skills.
- Experience utilizing strong effective communication skills in the workplace.

**Key Characteristics:** Dependable, organized, personable and detail oriented.

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**Terms of Employment:** Full-time, 12 months per year

**How to Apply**

Qualified applicants should email a resume, cover letter and employment application (found at [Springer-LD.org/employment](http://Springer-LD.org/employment)) to Karen Robinson at [krobinson@springer-ld.org](mailto:krobinson@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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