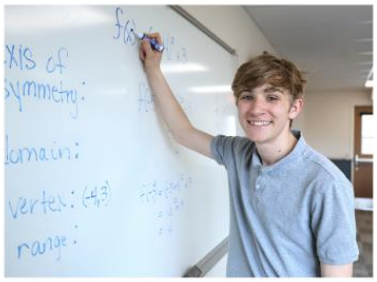
SPRINGER School and Center

Position Vacancy Announcement



Title: Therapy and Tutoring Associate

Reports to: Director of Growth and Enrollment

Anticipated start date: As soon as possible

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 & Middle School, Springer High School, 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 Tutoring Program and Family Outreach Coordinator is responsible for communicating with interested therapy and tutoring clients. This position would join the team that answers all community inquiries about Springer.

Job Goals

- Strengthen Springer's reputation as the primary resource for learning disabilities in the region.
- Answering client questions in person, by email or by phone
- Contribute to the team on how to strategically broaden Springer therapy and tutoring programming.
- Provide warm, empathetic communication for families to learn about Springer and available resources.

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Required Qualifications

- Bachelor's degree.
- Experience managing adults and children.
- Strong communication and relationship-building skills with families.

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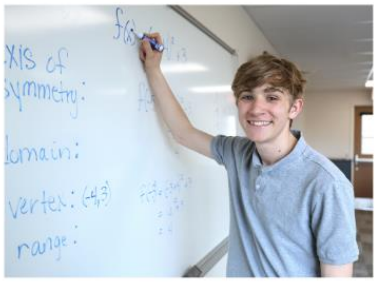

Additional Preferred Qualifications
An existing network of resources to help parents

Key Characteristics: Knowledgeable, articulate, friendly, and detail-oriented.

Terms of Employment: Part-time - Monday-Thursday 3:30-7:30 - During the school year months.

How to Apply

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

Job Type: Part-time

Work Location: In person

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