



### **Director of Academic Skills Center**

(Director of Academic Support)

The Director of Academic Skills Center (ASC) leads the ASC department, which provides individualized academic support to meet the needs of all students, neuro-typical and diverse. The Director is a collaborative, mission-aligned educator, who works with the Dean of Academics and Faculty to develop and implement the ASC's innovative program.

The Academic Skills Center (ASC) promotes academic, cognitive, and personal growth in all students. It provides tools and resources to faculty and advisors that assist them in supporting students. The ASC operates on a fee-free model, so that all students have access to the services the Center provides. The ASC Department is committed to diversifying its staff.

Miss Hall's School inspires and encourages each girl to pursue the highest standards of learning and character; to contribute boldly and creatively to the common good; and to seek a purposeful life based on honor, respect, growth, and personal authenticity.

At Miss Hall's School, we champion social justice; insist that all community members demonstrate respect for each other through words and actions; and affirm that diversity, equity, and inclusion are essential to learning and problem solving, discovery and personal growth, and cultivating empathy and cultural competency. Guided by these beliefs, and with the understanding that being an inclusive community requires ongoing work and commitment, we foster cross cultural dialogue and allyship to honor and celebrate our diverse community.

- Provide individualized academic support and coaching for MHS students through the ASC
- Oversee and support the work of individual Learning Specialists
- Collaborate with administration, faculty, and families to support the needs of students with learning differences
- Design individual learning plans and create schedules for students in need of academic support to meet with Learning Specialists
- Act as a resource and provide professional development for adult community members in the areas of learning differences, executive function, and cognitive skill-building to implement best practices in teaching and learning
- Provide written progress reports to families at the end of each semester and as needed throughout the school year
- Maintain complete records for each student on the ASC roster and make relevant information regarding student learning profiles and accommodations available to faculty and staff
- Assist Admissions in the selection of prospective students who can fully participate in the academic and student life programs of the School
- In the role of Services for Students with Disabilities Coordinator, apply to the College Board for accommodations for eligible students
- As a member of the Health and Retention Committee, identify students of concern and coordinate psycho-educational evaluations as needed



- As a member of the Academic Affairs Committee, participate in curriculum development and oversight
- Partner with the Dean of Academics and Faculty to hire, develop, and retain mission-aligned faculty for the ASC
- Oversee administrative functions of the department, including managing the departmental budget
- Track trends in the educational field related to learning profiles and attend appropriate professional development opportunities
- Maintain an active presence and participate fully in campus life by attending school events, serving on committees, and participating in recreational activities when possible
- Serve weekend duty rotations as required of all educational administrators
- Participate in interdisciplinary and innovative curricular design and partnership
- Possess a demonstrated interest in, commitment to, and ability to work with students of varied academic levels and interests
- Demonstrate the ability to integrate classroom technologies to enhance teaching and learning
- Possess a demonstrated commitment to equity and inclusion and to serving a diverse, global community
- Display commitment to the Miss Hall's School Mission and Core Values

#### Requirements

- Bachelor's degree in a related field required; master's degree preferred
- At least four years of experience working as a Learning Specialist at the high school or college level

*Salary benchmarked with NAIS medians and commensurate with experience*