



NOTRE DAME COLLEGE

JOB OPPORTUNITY

Notre Dame College, a Catholic institution in the tradition of the Sisters of Notre Dame, educates a diverse population for personal, professional, and global responsibility.

TITLE: Director of the Thrive Learning Center for Students with Learning Differences
DEPARTMENT: Retention and Academic Support Services
REPORTS TO: Retention and Academic Support Services
SUPERVISES: Instructional Advisors, Administrative Assistant, Office Manager
CLASSIFICATION: FT Exempt
DATE REVIEWED: November 2021

BASIC FUNCTION:

The Director oversees all aspects of the College's Thrive Learning Center (TLC) for students with learning differences. This person is responsible for the development and implementation of specialized services designed to meet the needs of students with learning differences who are a member of the fee-based program.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Plan and direct all department activities and oversee personnel administration and professional development of staff.
- Establish department goals, objectives, and strategies; develop and implement department programs and services to accomplish goals.
- Assist in the recruiting process for Thrive students including outreach to disability coordinators and counselors in high schools.
- Assist in the retention of Thrive students.
- Plan and implement an orientation session for incoming students and parents to the TLC and College life.
- Plan, monitor, and maintain department budget and approve operating expenses.
- Assist with fundraising activities including grant writing.
- Facilitate the TLC advisory board and recruit new members in support of its objectives.
- Advise students, parents, faculty, and staff on disability related accommodations and concerns.
- Create and facilitate workshops for the College's faculty and staff.
- Supervise the evaluation of medical and psychological documentation and the recommendations of appropriate accommodations and support for students with learning differences.
- Interpret state and federal legislation relating to persons with disabilities; assess the impact of legislation on the College's policies, procedures, programs, and services.
- Develop programs and presentations regarding disability related issues and the services.
- Maintain College affiliation with professional organizations related to disability services within higher education and K-12.
- Knowledge of assistive technology and the ability to integrate it into the services of Thrive.
- Other duties as assigned.

ENVIRONMENTAL CONDITIONS:

- Office work
- Light activity (occasional)

QUALIFICATIONS:

- Master's degree in Education, Rehabilitation Counseling, Psychology, Higher Education or other closely related field.
- 1 to 3 years' experience in learning disability related services in higher education related environment.
- Knowledge of federal and state legislation related to students with disabilities in higher education
- Budgeting, planning and computer skills

Nestled on 48 scenic, wooded acres in a suburb just 25 minutes from Cleveland, Notre Dame College offers a blend of quiet campus life and big city adventure. Home to some of the country's best restaurants, medical facilities, museums, sports teams, and amusement parks, Cleveland is an affordable city with major appeal.

HOW TO APPLY: Please send a resume, and cover letter to: careers@ndc.edu. Candidates will be interviewed by appointment through Zoom, Microsoft Teams, or at the South Euclid, Ohio campus. Only candidates who meet all of the specified criteria will be invited to interview