



## Job Description

**Job Title:** Education Services Manager

**Job Department:** Development

**Supervision:** Chief Executive Officer

**Revised:** September 2021

**Status:** Salaried

SLD Read is a non-profit community resource serving West Michigan since 1974. Our vision is a community working together for literacy that empowers all individuals to achieve their full potential. To reach this vision, we **help individuals** with dyslexia, learning differences, and other reading challenges to develop lifelong language skills through our multisensory program. We **assist educators** to identify learning challenges and provide training and techniques to enhance their reading curriculum. We **increase community awareness** and understanding of literacy issues.

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**Job Summary:** Delivers, maintains, and implements programs and policies which support the delivery of specialized tutoring (both contractual and volunteer), student assessments and parental support for a region or the organization overall. This position works with the CEO assuring delivery of all education services in compliance with established policies and procedures. Expectation of time is 33 hours per week.

### Essential Functions

**Quality Services** - *Strives to meet or exceed expectations in the delivery of services, specialized one-to-one tutoring/ community and professional training; contributes to enhancing the quality of the work environment.*

- Drives SLD Read forward to achieve its mission to increase literacy and reduce learning challenges in West Michigan.
- Assists the CEO in the planning, implementation, and evaluation of SLD Read educational services efforts to establish financial goals and stability within the department for the annual operating budget.
- Assists in establishing long-term growth strategies to achieve maximum success to overall advancement of the department.
- Acts as a professional advisor to the SLD Read team on all aspects of educational services initiatives.
- Responsible for all Initial client conferences, pre/post assessments using test materials, evaluation conferences and placement of students with back up support from coordinators and assessment specialists.
- Actively solicits and builds strong and lasting relationships with clients, tutors, staff and community members.
- Follows procedures and maintenance for client data recording.
- Supervises and provides support to Education Services Coordinators.
- Responsible for assisting the CEO in timely communication of all staff updates, policies and procedures as necessary.

**Teamwork** - Effectively works with other members of a team, drawing on all resources to achieve a common goal or solve a problem. Promotes teamwork as a way to generate positive and creative results.

- Works collaboratively with educational department: incorporating the training department and community outreach department on project team initiatives.
- Works with SLD Read staff and community volunteers to enhance and expand SLD Read education service department when needed.
- Helps ensure effective and thorough follow through on projects, timelines, and directions.
- Works with the finance department to ensure timely payments from clients and communicates balances and past due notices directly to clients when necessary.

**Resource Stewardship** - Manages resources, such as time, expenses, supplies, labor, etc. well to ensure their prudent use; develops staff resources through training, mentoring, coaching, etc.

- Adheres to SLD Read policies and standards.
- Insures professional implementation, execution and evaluation of educational services.
- Adheres to all local, state and federal laws.

**Mission Outreach** - Educates the community on services provided by SLD Read. Actively promotes SLD Read's mission with students, families, communities and referral sources; offers services that fits the diverse needs of the community.

- Represents the organization at community activities to enhance the organization's community profile in partnership with the CEO as needed.
- Participates in and upholds the values and processes devoted to continuous quality improvement in all SLD Read operations.
- Assist in research and identify community partnerships/collaborations to promote SLD Read mission and tutorial services.

**Qualifications:**

- Bachelor's degree from an accredited college or university with major in education or learning disabilities.
- Familiarity with the application of Orton-Gillingham techniques with all age levels, or equivalence.
- Strong knowledge of signs/symptoms/behaviors of learning disabilities.
- Strong understanding of administration and interpretation of Language Arts assessment tools.
- Proficiency with computers and ability to learn specially designed databases
- Excellent oral and written communication skills.
- Strong interpersonal skills including an ability and motivation to work and interact with the public, and experience and success in motivating and managing staff and volunteers.
- Ability to work remotely.
- Completion of our in-house training.

