



**SUCCESS
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Title: Lower School Assistant
Anticipated start date: August 1st, 2025

About our Organization

Springer School and Center is a community dedicated to supporting students diagnosed with learning disabilities and their families. Encompassing both a day school and a center for educating parents and professionals, Springer is a caring, fast-paced workplace located in Cincinnati's Hyde Park neighborhood.

Position Summary

Reporting to the Lower School Director the Lower School Assistant supports the smooth daily operation of the Lower School including but not limited to:

- Addressing student behaviors including communication about the behavior, covering classroom needs and supporting instruction when staff are absent and coordinating duty coverages.
- Taking meeting agendas; making arrangements and scheduling field trips
- Supporting transitions for new faculty, staff and students; providing support, guidance and mentorship for Instructional Assistants
- Managing and ordering supplies and equipment; decorating common spaces

Required Qualifications

- Experience working directly with students in a school setting.
- Demonstrated experience solving problems with tact and diplomacy.
- Passionate about supporting people.
- Embraces multi-cultural thinking and appreciates diverse perspectives.

Additional Preferred Qualifications

- Prior work experience at Springer School and Center.
- Experience teaching or supporting students diagnosed with learning disabilities.
- Experience incorporating educational technology in a classroom setting.
- College degree in Education or Special Education.

Key Characteristics: Smart, dependable, diplomatic, solutions-minded and tech-savvy.

Terms of Employment: Full-time, 10 months per year (school year).

How to Apply

Qualified applicants should email a cover letter, resume and employment application (found on the Springer employment page) to dhoughton@springer-ld.org. The subject line should read "Lower School Assistant".

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.