

### **Director of Admissions (Full time/Year Round)**

Qualified candidates will have a minimum of 5+ years private or public school experience in special education, school admissions with a minimum of a Bachelor's degree (advanced degree preferred). Experience preferred includes special education administration, social work, or work in special education related services, marketing, or human services administration. Must be familiar with special education legal and funding processes for PA and willing to learn same for NJ/NY and other states. Willingness to travel is essential to educate families, educators, therapists, physicians in positions to refer potential students with very specialized education needs.

S/he will work with the Executive Director, Director of Education, Nursing, Finance and Residential Services to establish and implement the Admissions Program and with Marketing and Public Relations for recruitment.

Must have exceptional interpersonal skills, background, compassion and aptitude for working with students with severe disabilities and their families, as well as strong skills in written and verbal communication and making compelling presentations. In order to be a candidate, s/he must be professional, organized and approachable, and capable of effectively engaging others as a representative of the school.

### **Development Coordinator (Full time/Year Round)**

Qualified candidates will have 5+ years progressive experience in all aspects of Development, including donor cultivation, grant writing and special events.

S/he works with the board, executive director and school leadership in raising funds to enhance school and residential projects and programs, generating support among the community for the school and its missions, and administering donor acknowledgements and reporting, and maintaining database.

Must have exceptional interpersonal and persuasive skills along with strong written and verbal communication and presentation skills and a history of successfully funded grant applications. In order to be a candidate, s/he must be professional, organized and approachable, and capable of effectively engaging others.

### **Secretary Transcriptionist (Full-time/Year Round)**

We have a full-time position for an Education Secretary. Duties include working closely with members on each student's team in support of and to ensure accurate and timely preparation of Individualized Education Plans (IEPs); transcribing notes of various medical and therapeutic staff; sharing receptionist responsibilities.

Qualified candidates must have a minimum of 3 years work experience in an preferably in a school setting and have proven organizational skills, the ability to work with minimal supervision, and be a team player. Must be professional-minded with strong oral, written and interpersonal communication skills and the ability to multi-task. Must have transcription skills and a thorough knowledge of Word, Excel, and Access as well as be willing and able to learn new software. Medical Terminology knowledge and Special Education environment experience a plus, though not necessary. High school diploma or equivalent is required.