Notre Dame Academy - Hingham, an all-female college prep high school educating young women in grades 7-12, is seeking an Academic Support Professional with a creative spirit and a passion for empowering young women. This position is full-time. At least 5 years’ experience and a Master's degree in a related field and a MA science teaching license (8-12) is preferred.

The Academic Support Professional manages the delivery, implementation, and services for students in accordance with Academic Support initiatives and guidelines.

Essential Duties and Responsibilities include:

• Works closely with administrators, faculty, management, and staff to design and implement a comprehensive program for all Academic Support service in all disciplines.

• Establishes services, goals, and performance measures for Academic Support services; advises and assists faculty and staff to ensure established goals are met to provide and improve Academic Support programs.

• Provides leadership in the development, implementation, and evaluation of student and faculty support

• Performs other duties as assigned that support the overall objective of the position

The position requires professional-level knowledge of the strategies, techniques, and principles of academic support, as well as knowledge of student success factors, theories, concepts, and practices in educational support. Also requires well-developed human relations skills to prepare and make presentations, facilitate group processes, resolve problems and confrontations, and convey details to a variety of audiences necessary in this position.

Contact Denise Capitummino
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