

**ORGANISATION PROFILE**

Join a rapidly growing organisation that has over 250 full time employees and operates from 14 centres and other locations in Singapore!

The Dyslexia Association of Singapore (DAS) provides a continuum of services for children with dyslexia, their parents, mainstream teachers and other professionals in the field of dyslexia in Singapore.

**JOB DESCRIPTION**

Position	Learning Centre Manager/ Assistant Learning Centre Manager
Division/Branch	DAS Learning Centres

The successful individual will report to the Chief Financial Officer-cum-Director of Learning Centres and the Assistant Director of Learning Centres.

As a Learning Centre Manager/ Assistant Learning Centre Manager, the responsibilities include:

- Managing one/two of the fourteen learning centres of the DAS
- Supporting the Senior Manager in overseeing and managing cluster initiatives
- Being the representative of the DAS in their respective locality
- Networking with schools and related organisations in the vicinity of their DAS learning centre(s)
- Networking with the clients of the learning centre(s), ie. parents of the students
- Being responsible for the efficient daily operation of the learning centre(s)
- Monitoring the work of the Educational Therapists and Student Service Associates of the learning centre(s)
- Leading and organising association-wide and/or learning centre focus projects and events

**Job Description**

**1) Publicity and Communication**

Establish and maintain good relationship with parents, Allied Educators and school administrators, and the community in their sector through:

**a) Awareness**

- Source for and arrange awareness talks in schools and other organisations in their sector.

**b) Open Houses**

- Work with the Publicity and Publications Branch, and conduct open houses when required, to generate greater awareness among the public, VWOs and schools in the vicinity.
- Invite Allied Educators from schools (around their sector) to Focus Groups Discussions as a means to foster closer working ties with them to enable us to better support our dyslexic students.
- Organise Parent Focus Groups.
- Serve as a conduit of information for parents to give constructive feedback on our

existing and future services and policies.

**c) Schools**

- Work with schools/agencies on an ad-hoc basis on projects to benefit our dyslexic population.

**2) Administration**

Supervise and manage the day-to-day operations of the learning centre:

- Be responsible for the safety of staff and students, and the general security of the learning centre.
- Handle all communications with parents.
- Manage the learning centre inventories.
- Ensure that DAS policies are strictly implemented and adhered to.
- Ensure that all Standard Operating Procedures (SOPs) are strictly adhered to so as to achieve a high level of consistency with other learning centres.

**3) Finance**

Supervise and manage the day-to-day operations of the learning centre:

- Oversee the proper handling of all collections and payments at the learning centre.
- Approve and manage petty cash assigned.
- Supervise and work with the Student Service Associates in ensuring the following:
  - Bursary applications and documentations are submitted promptly to the Bursary Administration Branch for review.
  - All outstanding payments are followed up and reminder letters sent according to pre-specified procedures to the parents.
  - Prompt billing of programme fees are carried out at the specified date given by the Finance Department.
  - Proper maintenance of student records for monthly and year-end audit purposes.

**4) Student Placement and Timetabling**

The Learning Centre Manager/ Assistant Learning Centre Manager, working closely with a designated Senior Educational Therapist, is responsible for the scheduling and proper placement of all students at their learning centre.

**5) Staff**

- Recommend training and development for administrative staff.
- Handle staff administration, ie. leave application, medical leave etc.
- Recommend talented staff for positions of greater responsibility.

**6) Reporting to Senior Management**

Provide feedback and reports on the performance and operations of the learning centre.

**7) Others**

Any other duties assigned from time to time by the Chief Financial Officer-cum-Director of Learning Centres and the Assistant Director of Learning Centres.

## COMPETENCIES

### Personal Competencies (Core) :

- Have an outgoing personality, good people skills and high initiative.
- Able to multi-task, have a sharp eye for detail and work well under pressure.
- Be independent, resourceful and a team player.
- Be a fast worker with good follow through.

### Technical Competencies (Skills) :

- Proficient in Microsoft Office including database software.

## REQUIREMENTS

### Education:

- Recognised university degree or equivalent.

### Experience:

- Having supervisory experience and experience as an administrator in an educational setting will be an advantage.
- Candidates with direct relevant experience are welcomed to apply.

### Other Skills & Knowledge:

- Able to write and speak fluent English.
- Being good at public speaking is essential.

## WORKING HOURS

DAS staff have to work when our clients are available. Certain DAS centres are opened from Mondays to Sundays and also late into the evenings (up to 9 pm). All staff work 44 hours a week and are expected to be flexible in their working days (this includes Saturdays and Sundays).

## WORKING FROM DIFFERENT LOCATIONS

The Learning Centre Manager/Assistant Learning Centre Manager must be willing to work from any of the DAS learning centres including Ang Mo Kio, Bedok, Bishan, Chinatown Point, Chua Chu Kang, Jurong Point, Parkway Parade, Queenstown, Rex, Sengkang, Serangoon, Tampines, Woodlands and Yishun.

## SALARY AND BENEFITS

Starting salary will be commensurate with experience. After probation, successful candidates will receive annual leave, dental and other benefits. Staff will be entitled to medical benefits while on probation. The DAS also awards training incentives to deserving staff.

## APPLICATION DETAILS

All interested applicants are to submit the following as part of their application

1. DAS Employment Application Form, duly completed (form can be downloaded from the Careers page of our website)
2. Resume

Email the above submissions to [jobs@das.org.sg](mailto:jobs@das.org.sg) by **19 September 2021**.

Only shortlisted candidates will be contacted.