



SHADY SIDE

ACADEMY



DIRECTOR OF ENROLLMENT

December 2020
Opportunity Statement

SHADY SIDE ACADEMY

Shady Side Academy is a nationally respected private school in Pittsburgh for boys and girls in grades pre-kindergarten through 12, with an optional boarding experience in high school. Four age-specific campuses with extraordinary resources, teachers who actively mentor, a forward-thinking curriculum, a diverse and inclusive community, and a legacy of alumni accomplishments all inspire Shady Side students to high achievement in academics, the arts and athletics, and to meaningful ambitions in life.

At Shady Side Academy, there is a holistic approach to education with a commitment to students' academic, physical and emotional development. Putting that approach into action is a caring faculty and staff, dedicated to fostering a true love of learning in students. Our hands-on curriculum explores topics across all disciplines – from the STEM fields of science, technology, engineering and mathematics to the humanities and the arts – with the goal of developing well-rounded individuals ready to excel on whatever path they take in life.

Our academic program provides a challenging yet nurturing atmosphere in which learning occurs at the highest levels. The broad academic program exists in an atmosphere that encourages inquiry, questioning, self-determination and creativity. Small class sizes encourage a strong sense of community. Technology is integrated throughout PK-12 classrooms.

Our faculty members are leaders in their respective fields. More than 75 percent of our teachers hold advanced degrees, and they participate in ongoing professional development activities. They believe in a traditional approach to learning while developing creative curricula and determining how to best meet the needs of individual students.

Arts and athletics are an integral part of the curriculum. Visual and performing arts are intertwined into all levels of learning, and students are encouraged to explore an array of athletic options. Extracurricular clubs and activities support students' diverse interests, including community service.

Learn more at www.shadysideacademy.org.

MISSION

SHADY SIDE ACADEMY'S MISSION
IS TO CHALLENGE STUDENTS TO
THINK EXPANSIVELY,
ACT ETHICALLY AND
LEAD RESPONSIBLY.



DIVERSITY, EQUITY & INCLUSION

Shady Side Academy is a diverse community of students and adults who share different cultural values and perspectives. We embrace each other's differences and backgrounds, and know that this diversity adds to the richness and depth of our students' overall learning experience. Faculty members work to ensure a safe and open environment where understanding is central to all, and students' differences are celebrated as an integral part of the educational experience.

Our Commitment

- Creating an inclusive environment where students feel welcomed, valued and appreciated
- Fostering a community of diverse perspectives to better prepare our students for a global society.
- Cultivating a community of cultural understanding, respect and social responsibility

In 2007, the Shady Side Academy Board of Trustees approved the Declaration for a Diverse & Inclusive Community. The Board made the following statement on the Academy's commitment to diversity:

"As an Academy, we must cultivate, understand and embrace the differences among us as part of our educational endeavor. Academy leadership, faculty, staff, alumni, parents and students provide an example by fostering an environment of understanding and respect of all people. Further, we must instruct and empower children to challenge assumptions and ask questions in order to become responsible citizens in a diverse world. We believe that the recognition and appreciation of differences in race, socio-cultural status, religious tradition, age, gender, ability and sexual orientation enhance the individual's sense of identity, broaden respect for others and inspire strong character. As we strive for academic excellence, so shall we strive for richness and depth in the community life at Shady Side Academy. Through curriculum and informal school experiences, students at Shady Side Academy must appreciate and respect the inherent value of all people."

On July 15, 2020, Shady Side Academy announced its Equity & Inclusion Action Plan, which provides a framework to affect positive, systemic change at SSA. Read the full plan [here](#).

37% STUDENTS OF COLOR
COMPARED TO 15% IN THE
PITTSBURGH METRO AREA

35+ LANGUAGES
SPOKEN IN THE HOMES
OF SSA FAMILIES

9 COUNTRIES
THAT SSA FAMILIES
CALL HOME



PITTSBURGH

No longer is Pittsburgh a smoggy steel town; it is a true renaissance city that has thrice earned the label “America's Most Livable City.” Pittsburgh is one of the country's best-kept secrets: a mid-sized city with an affordable cost of living, world-class health care and educational institutions, and vibrant arts and culture.

Pittsburgh's compact downtown makes it easy to enjoy great theater performances, outstanding shopping, and delightful fine and casual dining. You'll find the headquarters of seven Fortune 500 companies, a state park with a towering fountain, a thriving cultural district and a wonderful sampling of architecture. The city is also the home of a nationally ranked medical research center and 29 colleges and universities.

Professional sports are an important part of the fabric of Pittsburgh, and the city offers three of the newer pro sports venues: Heinz Field, home of the NFL's Pittsburgh Steelers; the Pittsburgh Pirates' PNC Park, hailed as one of the most beautiful venues in Major League Baseball; and PPG Paints Arena, which opened in 2010 as home of the NHL's Pittsburgh Penguins.

In addition to city life and entertainment, the lush parks, rivers and mountains around the region offer nature-lovers numerous adventure opportunities within just a few hours of the city.

Learn more about Pittsburgh at www.visitpittsburgh.com.



PITTSBURGH RANKINGS

TWICE NAMED AMERICA'S MOST
LIVABLE CITY

Places Rated Almanac

NO. 3 MOST LIVABLE CITY
IN THE NATION

The Economist

NO. 4 BEST CITY FOR SPORTS
IN THE NATION

WalletHub

NO. 4 MOST WELCOMING
CITY IN THE U.S.

Budget Travel

NO. 7 BEST U.S. CITY TO
EARN A LIVING

LinkedIn

NO. 9 LOWEST CRIME RATE AMONG
TOP 50 U.S. METRO AREAS

Sperling's Best Places

NO. 10 WORLD'S CLEANEST CITY

Forbes

NAMED ONE OF THE WORLD'S
SMARTEST CITIES

Newsweek

THE POSITION: DIRECTOR OF ENROLLMENT

Shady Side Academy is a diverse, transformative PK-12 day and boarding school community that challenges students to think expansively, act ethically and lead responsibly. The Academy seeks an innovative, inspiring school leader to serve as its next Director of Enrollment, effective July 1, 2021.

The Director leads strategic enrollment management planning, overseas student recruitment, all admissions processes and records, financial aid budgeting and allocation, institutional research and data analysis relevant to enrollment, as well as all retention and re-enrollment efforts. The Director inspires and supports a team of five admission directors and four assistants and also manages constituent volunteer and admissions-oriented community partnerships.

Reporting directly to the President, and collaborating regularly with SSA's Chief Financial and Operations Officer, marketing and communications staff, and school heads, the Director is a member of the President's Executive Leadership Team and helps to nurture and sustain the Academy's culture, as well as execute the Academy's developing strategic vision for the future.

The Director will embrace and advance Shady Side's equity and inclusion practice and a culture of mentorship and professional learning. In its search for the next Director, the Academy is eager to consider a highly diverse candidate pool.

The next Director will embody the Academy's Guiding Principles of Honesty, Respect, Responsibility, Kindness and Safety. The Director will also be of high character, approachable, collaborative and dedicated to excellence and integrity in all s/he does.

RELEVANT LEADERSHIP EXPERIENCE

The ideal candidate will demonstrate a track record of:

- Excellence in enrollment management strategy and operations
- Effective data curation and analysis
- Innovation in support of an organization's mission and strategy
- Collaboration across a range of organizational divisions and departments
- Practice in promoting and advancing diversity, equity and inclusion
- Effective communication with a range of stakeholders and constituencies
- Emotional intelligence, political savvy and a sense of humor



OPPORTUNITIES & CHALLENGES

Shady Side plays an important role in the shaping of young people's lives in greater Pittsburgh and beyond. As always, however, there is more work to do in the pursuit of excellence, and there are many exciting challenges and opportunities ahead for the next Director of Enrollment.

Among the many challenges and opportunities, this new leader will need to:

- Expand overall enrollment in alignment with the Academy's developing core strategy
- Continue to build collaboration and integrated practice in admissions at all divisions
- Increase average student tenure, especially through improved Middle School enrollment
- Continue developing SSA's customer service and overall hospitality in the admissions process
- Leverage financial aid in support of SSA's enrollment goals and developing core strategy
- Expand student diversity and the enrollment of students from historically underrepresented racial and ethnic groups in particular
- Grow the enrollment of seven-day domestic boarding students
- Foster continued synergy between enrollment efforts at the Country Day and the Junior School elementary campuses

OTHER RESPONSIBILITIES

- As appropriate, teaches a class, serves as an advisor, and/or coaches a sport
- Additional duties as assigned by the President
- Extends beyond the job description to support the mission and strategic goals of the Academy

REQUIREMENTS

- Minimum of at least five years of administrative or executive leadership experience
- Bachelor's degree required; master's degree preferred

SALARY, COMPENSATION, AND BENEFITS

Salary, compensation, and benefits will be highly competitive in Shady Side's regional independent school market and commensurate with experience. Campus housing and tuition remission for children are included as potential additional benefits.

APPLICATION DEADLINE

All candidates must submit a cover letter, and résumé to the Shady Side Academy employment portal using this link: www.shadysideacademy.org/about/employment. The deadline for submissions is **January 22, 2021**.

