DIRECTOR OF ADMISSION & ENROLLMENT MANAGEMENT
2023-24

FLSA: EXEMPT

IMMEDIATE SUPERVISOR:
Head of School

JOB SUMMARY:
This position is responsible for all aspects of the admission process for prospective students entering PK 3 through 5th grade including the stages of inquiry, application, enrollment, and re-registration of current students. Advise and assist 5th grade families with the middle school application process. Oversee the School's Tuition Assistance Program.

GENERAL RESPONSIBILITIES:
- Maintain current and accurate admission statistics drawing on historic data
- Schedule and execute personal tours
- Schedule and organize all aspects of group tours (dates, timelines, presenters, tour highlights, and physical set-up of presentation)
- Manage RSVP's and follow-up for all group tour attendees
- Maintain active communication with all inquiries and applicants
- Adhere to the School's Essential Expectations and Characteristics of Professional Excellence
- Schedule assessments for all preschool through kindergarten applicants and shadow days for all 1st – 5th grade applicants
- Maintain and update all online records through the admission portal, ensuring that all admission requirements are met and application files are complete.
- Conduct family meetings with all applicant families (admission requirement)
- Maintain annual admission calendar (admission season/re-enrollment dates/financial aid dates/group tour dates/feeder school admission breakfasts/new parent orientation/5th grade parent “Life After St. Thomas” meeting, and additional exmissions related sessions
- Keep all admission pages on school website current
- Ensure all printed material for admission to STEPS remains current
- Conduct confidential meetings with families regarding tuition assistance
- Lead member of tuition assistance committee; advise families of awards
- Lead Admission Committee meetings – admission decisions/notifications
- Participate in community events outside of St. Thomas (public relations)
- Maintain relationships with all feeder schools (preschool & middle/high)
- Organize class placement of all incoming PK 3 students and other new students to STEPS
- Complete and submit all requested documentation/data to STEPS’ accredited affiliations and memberships

INCOMING STUDENTS
- Plan Parent Orientation in spring (set-up, informational packets, timeline, presentation, gifts)
- Coordinate summer mailing to parents of new students
- Organize class placement
- Coordinate with director of parent relations for matching mentor families with new families
- Ensure official transcripts are received for all new incoming students

TUITION ASSISTANCE
- Conduct confidential conversations with all applicants
- Ensure that all documentation is received by Clarity; follow up with all applicants
- Prepare family folders to present to committee
- Coordinate tuition assistance committee meetings
• Award notifications

“LIFE AFTER ST. THOMAS” Parent Meeting
• Meet with admission directors of all independent feeder schools in the late spring and prepare breakfast tour calendar for all 5th grade families
• Prepare middle school packet containing all feeder school admission requirements, deadlines, testing info/dates, contact info for each family
• Conduct meeting with other STEPS advisees to discuss division of 5th grade families
• Attend all feeder school breakfast tours
• Meet with each of the designated family to discuss their child and middle school expectations
• Maintain a spreadsheet of all 5th grade students, tracking their middle school applications
• Forward all recommendation forms to assigned faculty/admin for completion. Review all completed recommendation forms along with Associate Head
• Submit all requested transcripts/test scores in a timely fashion to schools to which STEPS students have applied
• Maintain ongoing communication with all 5th grade families during the admission process
• Submit final decisions/enrollment to administration

DEGREE:
• Bachelor’s degree preferred

PHYSICAL & WORKING CONDITIONS:
• Regularly required to sit, stand, walk, stoop, squat, talk, hear, operate a computer, and use hand-held learning devices and other school equipment throughout the day
• Must be sighted and capable of hearing or use prosthetics that will enable these senses to function adequately so the requirements of the position can be fully met
• Must be able to:
  o Reach and push with hands and arms
  o Climb up and down stairs and ladders
  o Work in a fast-paced environment dealing with a wide variety of diverse challenges, deadlines, and array of contacts
  o Be able to lift 20 pounds and occasionally lift up to 50 pounds
  o Work outside on the playground in varied weather conditions, including extreme heat
  o Stand and move around for prolonged periods of time
  o Repeatedly bend, kneel and sit on the floor

The above describes the general nature and level of work. It is not intended to be an exhaustive list of all responsibilities and duties required as they are ever changing in a dynamic work environment.

HOURS: Monday – Friday 7:30am – 4:00pm

Attendance at some faculty meetings maybe required

My signature below certifies that I have read and understand my duties as listed in this document.

Signature: x_________________________
Date: x_________________________