
Title: Director of Admission and Enrollment Management
Classification: Salary; Exempt

Status: Full-time; 12 months
Reports to: Head of School

JOB SUMMARY

The Director of Admission & Enrollment Management is responsible for finding the right match between prospective students, parents and the mission of this school; the ultimate goal being to enhance the vitality of Parish Episcopal School.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required.

The Director of Admission & Enrollment Management is a leadership position designed to assure that prospective and applicant families receive high quality customer service at all stages of the application process. This position works closely with children and parents, understands Parish Episcopal School's curriculum, athletics and arts programs, and appreciates Parish's role in the context of the Dallas/Fort Worth region and as a member of both the Independent School Association of the Southwest (ISAS) and the National Association of Independent Schools (NAIS) member school. This position works with other members of the administrative team and faculty to implement a robust marketing, promotion, and enrollment management plan that significantly increases consumer awareness of Parish throughout the region. This position reports directly to the Head of School.

ESSENTIAL DUTIES AND RESPONSIBILITIES

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Recruit, admit, and enroll a vibrant and diverse student and family body consistent with Parish Episcopal School's mission and educational philosophy
 - Develop and manage admission programs, budget, and staff
 - Participate in developing and implementing the School's enrollment marketing strategy
 - Serve as a key ambassador for the School in the wider community
 - Develop a set of recruiting strategies and a personal approach that will deepen the applicant pool at the key entry points of PreK, 5th, and 9th grades
 - Lead the School's efforts in meeting the goals of the enrollment model
 - Work with Division Heads and faculty to clarify the academic and personal criteria for students applying to Parish at each key entry point
 - Work with the Development Office in creating and implementing a comprehensive marketing strategy for Parish Episcopal School
 - Work with the Administrative Team to clarify the goals of the financial assistance program at Parish and work with the Director of Financial Assistance to distribute financial aid awards in support of these goals
 - Promote the vision to the entire Parish community the essential place admission holds in an independent school
 - Build bridges to each division and department
 - Teach the reality that everyone is an admission officer
 - Manage the Admission Office staff in a way that promotes teamwork, accountability, and individual growth
 - Promote the school's statement of mission and philosophy.
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MARGINAL DUTIES AND RESPONSIBILITIES

Marginal duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

- Attends Staff Development Meetings as needed
 - Member of the Administrative Team
 - Member of the Financial Assistance Committee
 - Attends Advancement meetings
 - Attends Chapel
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SUPERVISORY RESPONSIBILITIES

Supervises the Director of Financial Assistance, Associate Director of Admission, Hillcrest, Associate Director of Admission & Enrollment, Midway, Admission Coordinator. All school employees have some responsibility for supervising students and assisting in maintaining a safe environment.

QUALIFICATIONS

Education and Experience:

- Experience in a highly selective environment within a competitive educational market.
 - Understanding of recruitment and marketing.
 - Understanding of the need to discern best match for families and students.
- Experience in a position of leadership and management.
- Strong written and spoken communication skills.
- 5+ years of experience.
- A bachelor's degree as a minimum.

Job Knowledge, Skills, and Abilities:

- Flexibility and the ability to multitask with a confidence to try new approaches
 - An extremely well-organized, detail-oriented individual who has a high energy level together with an accompanying sense of urgency.
 - Effective problem solving and analytical ability
 - Ability to work in and lead a team-centered environment
 - Well-developed interpersonal skills to deal effectively with a wide range of constituents in a school environment.
 - Ability to handle confidential material and situations with discretion and sensitivity.
 - Ability to interact with students, parents, faculty, and other friends of the school.
 - A person of unquestioned integrity who has an impeccable reputation, who honors commitments, and who deals with people in a straightforward and personal way.
 - An enthusiastic and persuasive spirit
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WORKING ENVIRONMENT | PHYSICAL AND MENTAL REQUIREMENTS

These are the physical and mental requirements of the position as it is typically performed. Inability to meet one or more of these requirements will not automatically disqualify a candidate or employees from the position. Upon request for a reasonable accommodation, the School may be able to adjust or excuse one or more of these requirements, depending upon the requirement, the essential function to which it relates, and the proposed accommodation.

Working Environment:

- Office Environment
- Classroom Environment
- Works Primarily with Students
- Works Primarily with Adults; Some Exposure to Students
- Travel - Light
- Travel - Heavy
- Evening and/or Weekend Commitment - Light
- Evening and/or Weekend Commitment - Heavy
- Inside
- Outside
- Works with Others
- Works Alone
- Extreme Heat
- Extreme Cold
- Noise

Physical Requirements:

- Seeing

- Color Perception
- Hearing
- Clear Speech
- Touching (Hand and Finger Dexterity)
- Sitting
- Fine Finger Manipulation in Use of Computer
- Standing
- Ability to Move Distances
- Hillcrest Campus includes 5 buildings, 10 acres
- Midway Campus is 350,000 square feet, 50 acres
- Driving
- Climbing
- Balancing
- Kneeling
- Crawling
- Reaching
- Twisting or Bending at Waist
- Pushing or Pulling

- Lifting 0 - 20 pounds
- Lifting 0 – 40 pounds
- Lifting 0 – 75 pounds
- Carrying 0 - 20 pounds
- Carrying 0 – 40 pounds
- Carrying 0 – 75 pounds

Mental Requirements:

- Reading - Simple
 - Reading - Complex
 - Writing - Simple
 - Writing - Complex
 - Clerical
 - Basic Math Skills
 - Analysis and Comprehension - Simple
 - Analysis and Comprehension - Complex
 - Decision Making - Simple
 - Decision Making – Complex
 - Exercise Discretion - Simple
 - Exercise Discretion - Complex
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The School believes that each individual is entitled to equal employment opportunity without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, genetic information, veteran status or any other characteristic protected under federal, state, or

local anti-discrimination laws. The School's equal employment opportunity practices extend to recruitment, hiring, selection, compensation, benefits, transfer, promotion, training, discipline, and all other terms, conditions, and privileges of employment. All Employees are responsible for complying with the School's equal employment opportunity policy.

March 2024