



Position Title: Lower School & Early Childhood Admissions Director
Position Status: Full-time
FLSA Classification: Exempt
Reports to: Director of Enrollment Management

Position Purpose

The Lower School and Early Childhood Admissions Director oversees and directs all aspects of admission for Preschool through 4th grade. The ideal candidate will possess a keen understanding of the admissions process and a strategic mindset to drive enrollment initiatives that align with the school's mission and goals. The candidate will actively engage in admissions recruitment and pipeline management with the goal of strategically building and maintaining the student body of SCH Academy. This person will function as a critical member of a collaborative, fast-paced, goal-oriented admissions team.

Essential Functions

- Serves as the primary point of contact for interested families pursuing enrollment in Preschool through 4th grade:
 - Leads prospective families through the enrollment process, cultivating and converting students from inquiry through enrollment and matriculation at SCH Academy.
 - Conducts campus tours and interviews with applicant families.
 - Communicates with families regarding the school's application process, mission, curriculum and culture.
 - Organizes student visits, playdates and assessments.
 - Oversees divisional admissions committee and assesses student applications
- Responsible for student recruitment:
 - Identifies, pursues, and establishes relationships with students and families, nursery schools and other constituencies in local and regional markets.
 - Represents the school at conferences, fairs, and on- and off-campus events.
 - Assists in the development of marketing materials, mailings, and publications.
- Responsible for student enrollment:
 - Coordinates with ECC and LS Director regarding spacing and availability
 - Manages application pipeline.
 - Connect applicants to members of the SCH community.
 - Point Person for ECC and LS enrollment events
- Maintains admission and enrollment statistics and provides reports to the Director of Admissions and Enrollment Management, monitoring the progress of students through the enrollment process.
- Maintains accurate current enrollment numbers and lists.
- Responsible for keeping data regarding the reenrollment of students within ECC and Lower School. The director will work collaboratively with the larger admissions team and campus-wide stakeholders to develop retention strategies.
- Supports the planning, organization, execution, and assessment of on- and off-campus enrollment events.
- Works collaboratively with the communications team by assisting in the marketing, communication, planning, and execution of activities/events targeting enrollment and retention initiatives.
- Maintains understanding of national and enrollment and educational trends.
- Performs other duties as assigned.

Qualifications

- Bachelor's degree required.
- Seven to ten years of experience in an educational environment as a teacher, event programmer or admissions professional preferred.
- Experience with lower school admissions preferred.
- Experience in independent schools is preferred.
- Experience with Blackbaud or similar student information software.

- Familiarity with Gesell Assessment System and Wechsler Intelligence Scale preferred.
- Early childhood, elementary education, sales, and public relations experiences are helpful.
- Highly skilled in engaging in sales-oriented communication.
- Demonstrated deep understanding of cultural competency skills and enthusiasm for issues of diversity, equity inclusivity, and belonging.
- Demonstrated sensitivity, knowledge, and understanding of the diverse backgrounds and experience organizing diverse groups of people.
- Strong organizational skills and attention to detail. A demonstrated commitment to customer service.
- Exceptional interpersonal, written, and oral communication skills. Confidence speaking in small and large groups and with people from diverse backgrounds.
- Self-motivated with the ability to work independently and to set priorities to achieve objectives.
- Demonstrated ability to foster a cooperative, team-focused work atmosphere.
- Strong knowledge of G Suite / Google Workspace.

Physical Requirements and Work Environment

- Must be able to deal with a wide variety of challenges, deadlines, and a diverse array of contacts.
- Must be able to handle high-profile work.
- Must be able to work occasional evenings and weekends to attend on- and off-campus events and to communicate with families.
- May work at a desk and computer for extended periods of time.
- Able to move around all school environments.
- Must be able to occasionally lift up to 30 lbs.
- Must be able to work primarily in a traditional climate-controlled office environment.

Application Procedures

To be considered, candidates must upload a cover letter, resume, and information for three professional references through our online platform. Please follow [this link](#).

Springside Chestnut Hill Academy is an Equal Opportunity Employer.