Old Trail School

Old Trail School is an independent, coeducational day school in Bath, Ohio, serving 450 students from toddlers through grade 8. Founded in 1920, Old Trail offers a holistic, hands-on approach to education, taking learning beyond the classroom and into the wide-open spaces of its picturesque 62-acre campus nestled in Cuyahoga Valley National Park. Guided by its Core Values of Respect, Responsibility, Goodness and Service, Old Trail is dedicated to an inclusive environment where all students are known, heard and valued. As the nation's only independent school located in a national park, Old Trail and its community enjoy daily access to abundant resources, unparalleled experiences and a beautiful setting to call home.

Old Trail School is an Equal Opportunity Employer, and all employment decisions are made without regard to religion, gender, race, color, national or ethnic origin, marital status, sexual orientation, physical challenge, or veteran status. This policy extends to all aspects of recruiting, hiring, promotion, training, compensation and benefits.

If you have questions or a grievance related to this policy, please contact Sarah Johnston, Head of School, at 330.666.1118 or mail to: Old Trail School, 2315 Ira Road, P.O. Box 827, Bath, Ohio 44210-0827.

POSITION: PART-TIME ADMISSION ASSOCIATE
START DATE: JUNE 1, 2026
REPORTS TO: DIRECTOR OF ENROLLMENT MANAGEMENT
CLASSIFICATION: PART-TIME HOURLY, 20-25 HOURS PER WEEK
COMPENSATION: COMPETITIVE WITH AREA INDEPENDENT SCHOOLS

Old Trail School is seeking an energetic, personable, positive and detail-oriented professional to join our collaborative team as the Admission Associate. The Admission Associate will play an essential role in Old Trail's Admission Office. This position combines guiding prospective families throughout the admission process (application management and general questions), coordinating individual and group visit events, guiding parents on campus tours, educating prospective families on the Old Trail School approach to learning, and providing general office support, including database management. Responsibilities also require a high level of collaboration with other departments on campus and include both daily responsibilities and longer-term projects.

The Admission Office is often the first point of contact for prospective parents, students and the community at large, requiring integrity, confidentiality, warmth and excellent communication skills. This role regularly engages with prospective families, providing timely, thorough and persuasive communication about the people, programs and opportunities at Old Trail.

The Admission Office works with families from all backgrounds and ensures that the enrollment process is accessible and equitable, and treats all students and families with dignity. The environment is fast-paced and constantly changing, which requires team members to multitask, be flexible, innovate and adapt quickly. The ability to maintain confidentiality while serving as a bridge between the classroom and the admissions experience is key.

Primary Responsibilities

- Represent the school at various events and effectively communicate the value and benefits of an Old Trail School experience.
- Serve as a contact for prospective families, guiding them through the admissions process, with a focus on Early Childhood, Kindergarten and Grade 1 applicants.
- Schedule and lead tours, arrange student and family visit days, and lead student assessments.
- Conduct student and parent interviews; document and evaluate applicant readiness and fit.
- Assist in planning and implementing admissions events (Open Houses, info sessions, information sessions), with a focus on Early Childhood Playdates, Kindergarten Readiness screening, and new-student welcome events.
- Maintain accurate records and admissions data using the school's enrollment management system.
- Coordinate with faculty and staff to ensure smooth candidate visits, assessments, and communication.
- Participate in admissions committee review and decision-making.

Qualifications

- Bachelor's degree required.
- Experience in teaching, admissions or child development, preferably in an independent school setting. Familiarity with Reggio Emilia programs and progressive education is a plus; a willingness to learn is essential.
- Excellent interpersonal, written and verbal communication skills.
- Demonstrated commitment to belonging, diversity, equity and inclusion.
- Proven ability to build strong, positive relationships with prospective families, students and colleagues, and a willingness to work as part of a team.
- Strong organizational skills, attention to detail and ability to manage multiple priorities in a fast-paced environment.
- High level of professionalism, integrity and discretion.
- Flexibility to work occasional evenings and weekends in support of admissions and school events.

All applications should include a cover letter and resume. Please Click Here to apply.