



## **Interim Director of Admissions**

**Charles Armstrong School unlocks the unique potential of students with dyslexia and related learning differences, changing the trajectory of their lives.**

### **Position Overview**

The Interim Director of Admissions reports to the Head of School and is responsible for implementing, leading and managing all aspects of the admissions process in accordance with the school's mission and values.

### **Primary Responsibilities**

- Oversees the admissions process from point of inquiry through enrollment, working with the Admissions Coordinator and the Admissions Committee.
- Responds to inquiries from prospective families and educational professionals.
- Builds relationships with evaluators and other referral sources.
- Creates a welcoming presence when parents and professionals visit/tour the school, and clearly communicates the unique mission of Charles Armstrong School and the potential benefits for students attending the school.
- Directs, manages and engages in all aspects of the enrollment process from outreach to family engagement to enrollment.
- Engages in and oversees the admissions process including the review of applications and associated testing, and interviewing and engaging with families.
- Ensures that all forms of communications among the communities of education professionals, psychologists, educational consultants and prospective parents are timely and accurate but also consistent with regard to the school's messaging and branding.
- Maintains an effective and consistent process of communication with all prospective families to build strong relationships that continues throughout the admissions process, including the communication of the admission decision.
- Supports students and families throughout the enrollment process.
- Supports families and students if enrollment has been denied.

- Researches, observes and incorporates best practices into all areas and segments of the admissions process.
- Develops and maintains a system of data tracking to inform and improve the Admissions program.
- Responsible for sharing monthly enrollment updates with the Leadership Team.
- Leads and manages the Admissions Office and supervises the Admissions Coordinator and the Scheduler.
- Works closely with the Admissions Coordinator on Visitor Information Night.
- Oversees the Enrollment process for the summer programs.
- Oversees the creation of enrollment contracts (prorated as necessary).
- Works closely with the Business Office on enrollment contracts and Financial Aid.
- Supports families and students during the on-boarding process to ensure a smooth student entry.
- Collaborates in marketing efforts with the Director of Development..
- Observes classes on a regular basis while working closely with faculty to gain an intimate and detailed understanding of Armstrong's mission and teaching methodologies.

**Other Duties:**

- Attends all school events such as New Parent Orientation, Back to School Night and others as needed.
- Represents Charles Armstrong School at various community and professional functions, including Admissions Fairs.
- Assumes active membership in organizations that support the Admissions field.
- Performs other work related duties as assigned.

**Education, Experience, and Skills Required:**

- BA/BS degree in a related area is highly desirable.
- Prior experience as Director of Admissions, 2 years plus, preferred.
- A knowledge of Independent Schools, either as alum, parent or from prior work experience, preferred.
- An understanding of the complex area of Dyslexia through personal or professional experience; knowledge of diagnoses, treatments, therapies, and educational approaches for language-based learning differences is preferred.
- Knowledge of the IEP process, preferred.
- Understanding of how to read a neuropsychological evaluation and understand its implications for learning, preferred.
- Knowledge of academic, and social issues related to students with learning and attention challenges, preferred.
- Sales and marketing experience, beneficial.

- Demonstrated leadership qualities with the ability to think critically and creatively.
- Proficient in the use of technology, database programs, and student information systems.

**Additional Skills:**

- Excellent verbal and written communication skills.
- Demonstrated attention to detail for quality and accuracy.
- Accepts responsibility and is self-motivated
- Displays effective multi-tasking and time management skills.
- Flexible and positive attitude.

**Charles Armstrong School offers:**

- Competitive salaries commensurate with experience
- Competitive medical, dental and vision benefits, 403b plan
- Tuition reimbursement
- Professional development program for faculty, administration and staff
- Collaborative teaching environment with seasoned professionals
- Culture of collaboration and communication and a focus on wellness.

Direct resume and cover letter to Jessica Miller

Head of School

[jmiller@charlesarmstrong.org](mailto:jmiller@charlesarmstrong.org)

(650) 592-7570 ext. 1235

Charles Armstrong School, 1405 Solana Drive, Belmont, CA 94002

[www.charlesarmstrong.org](http://www.charlesarmstrong.org)

**Charles Armstrong School is the largest and most well-established school for children with dyslexia and learning differences in the San Francisco Bay Area with a national reputation for excellence. Charles Armstrong School is a non-profit, independent, coeducational day school of approximately 240 students in grades 2-8. Charles Armstrong School is an Equal Opportunity Employer.**