



ST. ELIZABETH'S SCHOOL

OVERVIEW

An intentionally inclusive school, [St. Elizabeth's School](#) seeks candidates who are interested in and committed to equity, inclusion, justice, and belonging. People of color and members of other underrepresented groups are encouraged to apply. Working at St. Elizabeth's requires a BA or equivalent, and an MA is preferred. An Equal Opportunity Employer, St. Elizabeth's School is committed to being an environment in which all people are respected and valued. As such, discrimination in any form, such as that based on race, religion, ethnicity, gender, gender identity, sexual orientation, age, or socio-economic status will not be tolerated. The school actively works to acknowledge, respect, and celebrate the individual and common threads of our humanity.

DIRECTOR OF ADMISSIONS AND ENGAGEMENT [FULL-TIME]

St. Elizabeth's School, an intentionally inclusive K-8 school in northeast Denver, seeks a Director of Admissions and Engagement for the 2022-2023 school year.

Reports to: Head of School

Job Summary

As a full-time, 12-month employee, the **Director of Admissions and Engagement** leads St. Elizabeth's initiatives in admissions, recruitment, parent and community relationships, retention, and market analysis. The Director of Admissions and Engagement is a key part of the school's leadership team and will work closely with colleagues to strengthen the school's enrollment while furthering the school's mission of intentional inclusivity and commitment to excellence. This individual is responsible for maintaining admissions and enrollment data as well as providing information and support to families throughout the admissions, decision, and enrollment process. The Director of Admissions and Engagement is the school's primary storyteller and promoter and must have a deep understanding of and commitment to diversity, equity, inclusion, and belonging.

Essential Duties and Responsibilities

Recruitment

- Conveys the school's mission to prospective families and the wider community through in-person tours and meetings, direct communications, and social media
- Is familiar with the academic and extra-curricular programs of the school to communicate accurately with prospective families.
- Plans and executes a strategic recruitment plan to reach populations of focus, demonstrating sensitivity to economic, cultural, and social barriers to enrolling in an independent school.
- Assists prospective families in all aspects of the admissions process from inquiry through enrollment with the goal of enrolling students who will thrive in the St. Elizabeth's School classroom.
- Acts as liaison between prospective parents and St. Elizabeth's faculty and leadership team throughout the admissions process.
- Collaborates with Division Heads, Director of Learning Support, and Admissions Committee to efficiently and effectively review and make admissions decisions for all candidates.

Enrollment

- Communicates important dates including re-enrollment deadlines to internal and external communities in a timely manner.
- Articulates admission standards clearly to all constituents.
- Coordinates all aspects of admissions—visits, evaluation, selection, enrollment, and communicating decisions to families and faculty.
- Oversees new student enrollment into BigSis and assists with the reenrollment of current students in close connection with Division Heads, Director of Finance and Operations, and Head of School.

Engagement

- Partners with faculty, leadership, and alumni to create informative and engaging admissions events (virtual and in person) and uses feedback to improve them.
- Cultivates relationships with area preschools, high schools, churches, and other entities and individuals who play a role in recruitment and exposure for the school.
- Attends area admissions events and expos to expand recruitment.
- Engages current parents to assist in retention and recruitment goals.
- Maintains the school's social media and presence on listservs; works in conjunction with internal IT and freelance web designers to update website as needed.
- Works with graphic designer to produce for-print and electronic ads and school marketing materials that accurately represent different aspects of school mission, program, and culture.

Data Analysis and Budgeting

- Monitors and reports on admission and enrollment trends to the Leadership Team and Board of Trustees.
- Maintains admissions budget.

Qualification Requirements

- Bachelor's degree; Master's preferred
- 3-5 years' experience with independent school admissions
- Self-aware, goal-oriented, flexible, and optimistic
- Exceptional written and oral communication, organizational, and interpersonal skills
- Experience managing data
- Experience working with children and parents in a school setting
- Experience relating to families of diverse backgrounds
- Models integrity, curiosity, responsibility, flexibility, and respect for all persons as well as an appreciation for racial, religious, cultural, and gender diversity and by committing to personal and professional growth in equity and justice in education
- Want to be part of something revolutionary?

Salary Range

\$80,000–\$92,000

Benefits

Eligible employees at St. Elizabeth's School are offered a wide range of benefits, including:

403(b) Retirement Savings Plan	Life Insurance	Vacation Leave
Health, Dental, and Vision Insurance	Holidays	Direct Deposit
	Sick/Personal Leave	Jury Duty Pay
Health Savings Account (HSA)	Sick Leave Bank	Professional Development
Long-Term Disability Insurance	Administrative Leave	Computer Purchase Program
Short-Term Disability Insurance	Bereavement Leave	Free Aftercare

How to Apply:

To apply, please provide the following **by January 21**:

1. Cover letter addressed to Adriana Murphy, Head of School
2. Resume
3. List of four references with contact information

Email the above to: employment@sesden.org

Non-discrimination Statement

St. Elizabeth's is committed to building a diverse, equitable and inclusive educational community and does not discriminate on the basis of age, race, religion, gender, gender identity, sexual orientation, or national or ethnic origin.