

CHURCHILL

CENTER & SCHOOL

National Leader in Learning Disabilities

The Director of Admissions and Enrollment Management is responsible for overseeing all aspects of admissions and enrollment. This position requires expertise in understanding language based learning disabilities, dyslexia and an ability to collaborate with a variety of students, parents, educators and professionals. The candidate should be passionate in sharing the mission of Churchill while at the same time help families find the right school for their child.

ADMISSIONS AND ENROLLMENT MANAGEMENT JOB DESCRIPTION:

- Support and articulate Churchill's mission to give high potential children with learning disabilities achieve success and return to a traditional classroom
- Oversee the admission process for new students to day school and summer school programs
- Present Churchill to prospective students and parents via inquiries (phone, web, walk-ins), tours and interviews professionally, knowledgeable and expediently
- Maintain database of inquiries and applications
- Manage admissions files by coordinating applications, fees, school records, outside testing, starting student profile and working with Churchill's pre-testing coordinator
- Foster and develop relationship with community including evaluators, professionals and organizations
- Attend student staffing's and other applicable student meetings
- Have a presence at Community Programs, such as Wilson Parent Workshop, Dyslexia Nights, Outreach programs, Independent Schools of St. Louis events
- Manage contracts/deposits of new and reenrolling students
- Collaborate with Tutorial Coordinator
- Participate as a member of financial aid committee
- Support and participate as needed with development on marketing/admissions
- Perform other duties, that may include part-time teaching duties, as directed by the Head of School

QUALIFICATIONS:

- Bachelor's degree required, but a master's degree in special education/learning disabilities preferred
- Minimal 5 years teaching experience with LD students
- Leadership or school administration experience in independent school setting/ demonstrated leadership capabilities and skills
- Experience interpreting cognitive, achievement, diagnostic test results and diagnostic evaluations
- Strong organizational and writing skills, attention to details and ability to manage multiple tasks
- Outstanding written and oral communication skills
- An ability to initiate tasks and see them to completion
- An ability to assess and solve problems
- An ability to collaborate and team effectively with students, teachers, parents and other professionals

TO APPLY:

Please email your cover letter and resume to resume@churchillstl.org with Director of Admissions and Enrollment Management in the subject line.