



## Director of Admissions and Outreach

Compass High School is a small private school for students with learning differences in San Mateo. Compass was founded three years ago and is in a period of enrollment growth. Compass is a fully accredited, college-preparatory high school that specializes in individualized support and remediation, cutting-edge technology, and experiential learning. We employ a highly skilled faculty trained to work with students who learn differently and we value educational innovation and a nurturing family environment.

FTE: Part-time or Full-time  
Reports to: Executive Director  
Direct Reports: Admissions Associate (if part-time)  
Salary: Commensurate with experience, an attractive benefits package included  
Start date: Flexible but the ability to start immediately is desirable

### Position Overview:

The Director of Admissions and Outreach collaborates with the school's senior leadership and is responsible for managing all facets of the admissions process in the school's effort to attract, enroll, and retain mission-appropriate students. The school is seeking a dynamic and collaborative Director of Admissions and Outreach to work closely with the Executive Director and Senior Leadership Team to advance the mission and goals of the School and to develop a forward-thinking admissions office.

### Essential Responsibilities:

- Serve as the key “brand ambassador” for the school and train school employees and volunteers on clear consistent messaging about the school’s mission and educational program;
- Understand the culture and climate of the school and the broader educational environment;
- Manage four essential elements to ensure a competitive admissions process, a healthy student body, and achievement of enrollment goals:
  - admissions management (the tracking of prospective students from applicant to enrollment and beyond)
  - student retention
  - research (analyzing data that affect enrollment)
  - marketing
- Maintain contact with educational consultants, feeder schools, psychologists, and other professionals;
- Serve independently to develop and maintain partnerships between the educational consultants, local school systems, and other referral sources;
- Utilize social media outlets to post updates about the school;
- Review applications, psycho-educational testing, neuropsychological evaluations, IEPs, transcripts, and other educational documentation to determine appropriateness of Compass High school for applicant;



- Lead and manage the tuition assistance program in order to advance the school's admission, enrollment, and retention program. Develop and support financial aid policies, strategy and tactics to allocate tuition assistance funds in support of enrollment goals;
- Activate the school community – staff, faculty, students, parents, and alumni – in support of the admissions and enrollment process;
- Develop long and short-term admission strategies to meet annual admission goals;
- Plan, implement and creatively improve admission programs, including the open house and student visit programs;
- Participate in regular staff meetings, as required;
- Actively pursue professional development;
- Perform miscellaneous job-related duties as assigned;

#### Qualifications:

- Finds resonance with Compass High School's mission and philosophy;
- Understands the educational landscape of the Bay Area and Compass High School's unique value and can speak compellingly to diverse internal and external audiences;
- A bachelor's degree (master's degree preferred);
- A background in counseling and/or education;
- School admissions experience (preferred);
- Marketing and/or sales experience (preferred);
- Has a proven track record of successful collaboration and innovation;
- Demonstrated leadership qualities;
- Excellent communication skills: clear, articulate, professional in speaking and writing;
- Excellent computer skills (e.g. databases, spreadsheets, design, social media);
- Is an enthusiastic self-starter with a can-do attitude.

#### To apply:

Interested candidates should submit their c.v./resume as well as a letter of introduction that addresses their interest in Compass High School and the position via email to [jobs@compasshigh.org](mailto:jobs@compasshigh.org), subject line Director of Admissions

To learn more about Compass High School visit [www.compasshigh.org](http://www.compasshigh.org). Send questions about the position to [jobs@compasshigh.org](mailto:jobs@compasshigh.org) and we will get back to you.