Southern Teachers is assisting Georgetown Day School (GDS) in its search for a dynamic admissions professional to lead its Lower School admissions and enrollment efforts. Reporting directly to the Director of Enrollment Management and Financial Aid, the Associate Director is responsible for attracting a broad, diverse, and mission-aligned applicant pool to enroll in the school’s foundational grades.

The Associate Director will develop knowledge of the GDS academic program to articulate what the school’s educational environment offers students, cultivate and sustain mutually beneficial relationships with organizations to support the recruitment of mission-aligned families, and represent GDS at fairs and school visits. The Associate Director will greet visiting families, conduct interviews that assess mission and program alignment, collaborate with learning specialists and faculty to develop protocols for student assessment, train and evaluate Play Visit observation teachers, and take a leading role in representing students in the admissions committee process. He or she will communicate regularly with faculty and program directors to enlist their continued engagement with the Admissions Team and will research trends in the enrollment industry, particularly related to Lower School admissions, that can support best practices.

The ideal candidate will have both a degree and experience in elementary education; a passion for working with students and families in a diverse, inclusive educational setting; integrity, professionalism, and high ethical standards; and the ability to maintain strict confidentiality. He or she will possess superior organizational, written, and verbal communication skills; a strong work ethic; and the ability to work independently and cooperatively. Some evening and weekend work is required.

Founded in 1945 as the first integrated school in Washington, DC, Georgetown Day School serves approximately 1,075 students in grades prekindergarten through twelve. It is a diverse, inclusive school devoted to preparing students to live and work in an increasingly globalized and multicultural society and seeks individuals with demonstrated interest and experience working in such a school setting.

To apply, please complete the online Application to become a Southern Teachers Candidate and submit a cover letter explaining your interest in and qualifications for this position, which begins in July 2020.