Assistant Director of Admission (Grades 1-5)
Fort Worth Country Day
Fort Worth, Texas

fwcd.org

Southern Teachers is assisting Fort Worth Country Day (FWCD) in its search for an Assistant Director of Admission to work with all aspects of admission, new student enrollment, enrollment management, and retention of students. This position focuses on admission for grades one through five.

Reporting to the Director of Admission, the Assistant Director is responsible for recruiting, assessing, and initially integrating new students into the FWCD community. This person will promote a positive community perception of the school’s mission, core values, and inclusivity. In addition to building relationships with prospective families, he or she will conduct campus tours, help plan admission events including open houses, attend admission-related conferences, visit feeder schools, serve as a member of the Admission Committee, and compile biographies of new students to introduce them to the FWCD community. Additionally, the Assistant Director will participate in brainstorming sessions to define annual and long-term goals and strategies aimed at encouraging new families to seek admission and enhancing public perception of FWCD’s overall program.

Candidates should be energetic, confident, flexible, collaborative, positive, and approachable. They must be excellent writers and presenters and have good computer skills. The best candidates will have prior teaching experience.

Fort Worth Country Day is a coed, college-preparatory day school with nearly 250 faculty and staff educating students in junior kindergarten through grade twelve. Housed in both the original building from the 1980s and a new wing from the 2010s, the Middle School is a wonderful space in the overall 104-acre campus, which comprises 14 buildings and nearly 1,100 students. FWCD seeks to promote inclusivity and retain a diverse faculty. The campus offers excellent facilities for academics, arts, and athletics. Faculty and administration nurture a collegial, professional environment in which innovation is encouraged. Opportunities for ongoing professional development are exceptional. FWCD is proud of its school community where students, parents, faculty, staff, and administration join together to develop an effective and enjoyable place to teach and learn. Fort Worth ranks as one of the top 20 largest cities in the United States and is known for its vibrant arts, music, and cultural life. The Dallas/Fort Worth metropolitan region is home to over 6.5 million people.

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 2022.