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

Reporting to the Director of Admission, the Assistant Director aids in recruiting, assessing, and integrating new students into the FWCD community and in promoting a positive perception of the school’s mission, core values, and inclusivity. In addition to building relationships with prospective families, the Assistant Director coordinates the Admission Student Ambassador Program, conducts campus tours, helps plan admission events including open houses, attends admission-related conferences, visits feeder schools, serves on the Admission Committee, and compiles biographies of new students to introduce them to the FWCD community. Additionally, the Assistant Director participates 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 with good computer skills. The best candidates will have prior teaching experience.

Fort Worth Country Day is a 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 members and administrators nurture a collegial, professional environment that encourages innovation. Opportunities for ongoing professional development are exceptional. FWCD is proud of its school community where students, parents, faculty, staff, and administration join to develop an effective and enjoyable place for teaching and learning. Fort Worth ranks as one of the country’s top 20 largest cities 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.