Southern Teachers is assisting The Langley School in its search for a Director of Admission and Financial Aid to design and implement a highly personal, engaging, and equitable admissions and financial aid program. Reporting to the Head of School and serving on the Senior Leadership Team, the Director will ensure a process that attracts and enrolls mission-appropriate students.

The Director collaborates with the Head of School to develop long-term, measurable enrollment goals and a strategic plan to achieve them; partners with the Director of Marketing and Communications to review existing strategies and develop new approaches to increase the applicant pool and yield of talented students; and sits on the Senior Leadership Team to help set strategy and school-wide policy. He or she collaborates with members of the admission team to build relationships and effectively communicate with families throughout the admissions process, ensures personalized and informative campus visits, maintains accurate and complete candidate files, and tracks data to prepare regular reports for the Head of School and Board of Trustees.

The ideal candidate will possess three years’ experience in grades preschool through twelve admissions and financial aid, proven success working with diverse populations in a customer-service oriented admissions setting, the understanding of current tools and practices in admissions coupled with interest in refreshing and innovating over time, confidence with online admissions platforms, and strong research, data management, and analytic capabilities. Candidates will have superior written and verbal communication skills, the ability to be both strategic and tactical, and a highly personable, communicative, supportive, and collaborative management style.

Located in McLean, Virginia, and serving students grades preschool through eight, The Langley School is an educational community with an inquiry-based academic program paired with a unique approach to social-emotional learning. Since 1942 The Langley School has shaped confident, kind, self-aware learners who are prepared to thrive in the nation’s top high schools and beyond.

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.