Assistant Director of Admissions  
The Village School of Naples  
Naples, Florida  
villageschoolnaples.org

Southern Teachers is assisting The Village School of Naples in its search for an Assistant Director of Admissions. The Assistant Director of Admissions will represent the Village School to prospective families in meetings, campus tours, fairs, and community events.

Working with the Director of Enrollment Management, the Assistant Director will give campus tours, coordinate the enrollment process with prospective families, think collaboratively about the school’s recruiting efforts, and assist with all admission-related events, both on and off campus. The Assistant Director maintains and analyzes data regarding inquiries, tours, applications, yield, and retention rates. He or she manages the database and SIS system, coordinates admissions testing, and collaborates with the registrar on the transfer of enrolled students and files.

Candidates must have at least three years of related experience, preferably in independent school admission, development, or marketing. They should be skilled in written and oral communication and adept at prioritizing among projects, using computers, attending to detail, and managing people. Candidates must demonstrate emotional intelligence, initiative, leadership, collaboration, and independent thinking. The Associate Director must be available to work occasional nights and weekends.

The Village School of Naples, a college-preparatory school serving students ages three through grade twelve, is the first independent STEAM school in Collier County. TVS is dedicated to the pursuit of excellence in academics, technology, athletics, and the arts and is devoted to the development of the whole child. Christian values guide a diverse student body and prepare them to face life’s challenges ahead with confidence and wisdom. TVS added an Upper School in 2016 and had its first graduating class in 2020. The Village School of Naples is accredited by the Florida Council of Independent Schools and the National Association of Independent Schools.

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.