Southern Teachers is assisting St. George’s Episcopal School as it seeks a proven leader of data-driven enrollment management to serve as Director of Admission. Reporting to the Head of School and serving on the school’s Administrative Team, the Director is responsible for the school’s efforts to identify, recruit, enroll, and retain students best served by St. George’s mission and vision. True to the school’s collaborative nature, this position will entail working closely with school leaders, faculty, staff, and trustees to create a shared ownership of enrollment strategies, programs, and goals.

The Director will become knowledgeable about all aspects of St. George’s to communicate effectively about its mission, values, and commitment to a diverse, equitable, and inclusive school community. He or she will develop a comprehensive recruitment and enrollment strategy; foster high ethical standards, integrity, and respect following the NAIS Principles of Good Practice for Admissions; work with the Admission Coordinator to maintain key statistics and data points; and interpret those statistics as needed to the administration, faculty, and Board of Trustees.

Candidates should hold advanced degrees in relevant fields and have at least five years of admissions experience, preferably with independent schools. They must exhibit an understanding of child development, a love for children, commitment to the school’s mission and vision, and a sense of integrity, ethics, and support for school policies and procedures. The Director must be willing to work evenings, early mornings, and weekends for events and tours and should be proficient with Google Workspace as well as CRM systems or SIS. He or she should be a strategic thinker who is compassionate, enthusiastic, and detail oriented and has exceptional interpersonal, leadership, organizational, time management, writing, public speaking, and presentation skills.

Established in 1969, St. George’s Episcopal School serves approximately 385 students from nursery through eighth grade and employs nearly 100 faculty and staff. Each child grows academically, creatively, emotionally, and spiritually while developing a sense of self-worth and moral responsibility. St. George’s provides a family-like atmosphere of care and concern with a highly trained and dedicated faculty. Educational excellence begins with the simple premise that each child is unique. Each child’s strengths are worth cultivating and celebrating, and each child’s challenges are worth identifying and embracing, for only then will grit and perseverance accompany growth and development. St. George’s graduates develop into lifelong learners and consequently find acceptance and success in the finest high schools in New Orleans. Parents, grandparents, alumni, friends, and students have an enduring love for the school.

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.