Southern Teachers is assisting The Clariden School in its search for a Director of Admissions to play an essential role in communicating the values of a Clariden education to a broad constituency. A member of the senior administrative team reporting directly to the Head of School, the Director of Admissions works closely with the Director of Marketing and Communications, Business Manager, Head of School, and Admissions Associate in a coordinated effort to convey Clariden’s unique value to the marketplace and attract, enroll, and retain a mission-aligned, diverse, and inclusive student community.

The Director engages the entire school community in the work of enrollment management, setting annual enrollment goals in accordance with the school’s strategic plan and keeping the Board of Directors fully apprised of admission and financial endeavors. The Director maintains statistical and trend data and informs the administrative team and community about research, demographics, and other relevant enrollment trends, ensuring that changes and challenges are anticipated, understood, and addressed.

Qualified candidates will have a minimum of three years of experience in admissions; strong organizational, communication, and interpersonal skills; and experience working with and connecting to a large and diverse community of people. The strongest candidates will hold advanced degrees and have experience working at private K-12 schools, preferably with some background in philanthropy or major gifts.

The Clariden School, located in the Dallas-Fort Worth area, is a fully accredited college preparatory school serving 170 students in prekindergarten through grade twelve. With an emphasis on project-based learning, Clariden’s goal is to ignite student curiosity and problem-solving skills to equip students for the jobs of tomorrow and to help them become contributing citizens in their local and global communities.

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.