Southern Teachers is assisting Landon as it seeks an innovative and collaborative Associate Director of Admissions to help develop and implement a multi-year admissions plan for Landon’s Upper School. Reporting to the Director of Admissions, the Associate Director supports the school and its leadership by embracing Landon’s mission, core values, and policies and procedures.

The Associate Director manages the Upper School admission process creatively and proactively to ensure a robust pool of applicants and provides thoughtful, thorough, and welcoming communication to candidate families. He or she oversees all stages of the admission process for prospective new Upper School students and analyzes demographic and admissions data to attract and grow the applicant pool. The Associate Director interviews all applicants and their parents or guardians; oversees international admissions; manages the student ambassador program; hosts admissions functions including a full cycle of information sessions, shadow days, and panel discussions; and represents and promotes Landon at fairs, conferences, open houses, and other public appearances. He or she leads admissions committees, serves on the financial aid committee, and pursues professional development to remain current with best practices.

Candidates should have two to three years of experience in school settings or in roles connected to sales or marketing. They should be professional and engaging in demeanor and presentation and have records of success in working collaboratively and productively with others. The Associate Director should be a self-starter with a growth mindset who communicates skillfully and persuasively in writing and speech. He or she must be organized, detail-oriented, industrious, analytical, solutions-oriented, and passionate about achieving results—and bring a high degree of integrity, discretion, accountability, trustworthiness, emotional intelligence, cultural competency, a sense of humor, a positive attitude, and a balanced perspective.

Landon is an independent school serving almost 700 boys in grades three through twelve on a 75-acre campus in Bethesda. Central to the Landon experience is the teacher-coach-mentor model, which reflects its commitment to shaping boys’ holistic and multidimensional selves. Landon is committed to providing a rigorous program where every aspect is designed to help boys thrive. They strive to be expert in understanding how boys learn and in using that knowledge to their benefit, whether in the structure of the day, the set-up of the classrooms, the use of the campus, the content of the curriculum, or the instructional methods and pedagogy of the teachers. And these are exciting times to join the Landon community. A Campus Master Plan represents the potential to transform the Landon grounds into an even more beautiful and beneficial home for its boys and faculty, and a groundbreaking ceremony in early June marked the beginning of construction of the new Boehly Upper School building.

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 or as soon as feasible upon hire.