



# SOUTHERN TEACHERS

A G E N C Y

**Director of Admissions**  
**Atlanta Girls' School**  
**Atlanta, Georgia**  
[atlantagirlsschool.org](http://atlantagirlsschool.org)

**Southern Teachers** is assisting Atlanta Girls' School as it seeks a Director of Admissions to create and direct a school- and community-wide admission plan that supports the school's mission, its strategic enrollment goals, and its brand awareness campaign. Reporting to the Head of School as a member of the senior leadership team, the Director supervises an Associate Director and serves on the Financial Aid Committee and the Board of Trustees Marketing Committee. He or she is responsible for developing, executing, and assessing Office of Admission policies, procedures, and strategies; coordinating enrollment goals with the senior leadership team; and leading enrollment management initiatives that engage the entire school community.

The Director manages and participates in all recruitment and admission efforts, including special events for prospective students and families (open house, shadow days, tours, parent information sessions, new family events, and parent orientation); interviews candidates and their parents; arranges for admission testing; secures student credentials; and communicates final decisions. He or she builds strong relationships with feeder schools, educational consultants, civic organizations, and others who can help attract quality students; ensures that the Office of Admission represents the school in the best possible fashion to prospective applicants, using feedback to inform the selection process to maximize future success; oversees student, alumnae, and parent volunteers; coordinates with the Associate Director to manage enrollment of international students; works with faculty and staff to evaluate applicants (including admission committee procedures); oversees the preparation of admission reports and statistics for the Head of School and the Board of Trustees; manages the Admission budget; and represents AGS at local, regional, and national admission gatherings and conferences.

Candidates must have significant experience in independent schools and in admissions, as well as five years of marketing and communications experience. The Director must be a strategic, creative, mission-driven, forward-thinking, collaborative leader with exceptional entrepreneurial, strategic, problem-solving, and analytic skills. He or she must be a detail-oriented, efficient time manager with exceptional organizational abilities who will enjoy being the public face of the school and who will exhibit professionalism and integrity in all circumstances; clarity, conciseness, and compassion in oral and written communications; and commitment to girls' education and experience in independent schools.

Atlanta Girls' School is the only independent school for girls in Atlanta, serving girls in grades six through twelve. AGS authentically lives its mission by providing a challenging college-preparatory program in a learning environment designed to foster the full potential of each student and to enable her to become a vital contributor to our complex global society.

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 2017.