



SOUTHERN TEACHERS
A G E N C Y

**Associate Director of Admissions – Middle School
Battle Ground Academy
Franklin, Tennessee**

battlegroundacademy.org

Southern Teachers is assisting Battle Ground Academy as it seeks an associate director of the admissions process from point of inquiry through enrollment, to include scheduling tours, shadow days, testing, follow-up phone calls, and mailings. The Associate Director serves as primary contact for many prospective families throughout the admissions process, which includes their acclimation to the school once they are enrolled. He or she works with the Director of Admissions in welcoming new families and assisting with transitions as they join the school community.

The Associate Director maintains prospective students' files, manages relevant statistics via Blackbaud's Education Edge and OnBoard online application on all aspects of the admissions/re-enrollment process, provides reports as directed, and coordinates entry of admissions data with both the Business Office and Head of School's Office. He or she helps to plan strategic communications to attract mission-appropriate students and families; attends community events to meet prospective candidates; assists in developing contacts with feeder schools, especially area elementary schools; supports Admissions Office communications to prospective and current students and families; works with Parent Volunteers to promote the school; and promotes good relationships and creates networking opportunities within the BGA and greater community.

Candidates should have experience in independent school admissions; effective interpersonal, communication, and data management skills, including use of OnBoard, Blackbaud, word processing, and spreadsheets; proficiency with computer applications; and the ability to work independently and to serve as a strong ambassador for the school.

Battle Ground Academy was established in 1889 and has a rich history of commitment to “developing the intellectual, moral, creative and physical aspects of each student and to assisting students in the realization of their potential for personal fulfillment and service to others.” Today, BGA enrolls approximately 750 students on two campuses—Lower School for kindergarten through grade four and Middle/Upper School for grades five through twelve.

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.