



SOUTHERN TEACHERS

A G E N C Y

Director of Admissions Legacy Christian Academy Frisco, Texas

legacyca.com

Southern Teachers is assisting Legacy Christian Academy as it seeks a leader for its student recruitment, admissions, and retention programs. The Director of Admissions works closely with the Chief Advancement Officer to establish an ambitious, clearly articulated vision for enrollment management and provides staff and volunteers with effective, stimulating leadership through direct supervision, motivation, training, and support. The Director manages all aspects of enrollment from inquiry through re-enrollment, including tours, student shadows, application processes, onboarding, and database management; develops a program built upon quantitative analysis, strategic decision making, and an ethos of continuous improvement; and fosters a culture that emphasizes strong personal relationships, a high-touch customer-service approach, transparency, entrepreneurship, flexibility, and collaboration.

The Director assists in developing strategies for marketing materials; identifies avenues to recruit and engage prospective families and feeder schools; ensures that materials and webpages are up-to-date, in stock, on display, and ordered in a timely fashion; and works with school leaders, faculty, staff, students, and alumni to deliver messages that communicate Legacy's unique character and inform the enrollment strategy. Along with the Assistant Director of Admissions, the Director conducts events and programs (requiring occasional evening and weekend work) to promote school growth and support the strategic plan.

Candidates must be passionately committed to Legacy's mission, enabling them to create and communicate excitement about the school's vision, programs, and fundamental strengths and the value of a college preparatory Christian education. They must have superior presentation skills and be able to build effective, long-lasting relationships with academic leaders, faculty, administrators, alumni, donors, prospects, and volunteers. They must be excellent writers and speakers whose communications are cordial and compelling. The Director must be a team-builder who appreciates consultation and collaboration, who has the patience to build consensus, whose non-hierarchical approach empowers and supports subordinates. He or she must be an excellent listener who can accept feedback and constructive criticism and who will represent the school faithfully, loyally, consistently, and clearly in all contacts and communications with Legacy constituents.

Legacy Christian Academy is a non-denominational, evangelical school that balances a relationship with God through faith in Christ with athletic, artistic, and academic achievement. Students—over 900 in prekindergarten through grade twelve—are challenged to develop a Biblical worldview that will equip them with the necessary virtues to evaluate and impact their culture for the cause of Christ. The campus includes a state-of-the-art athletic complex and a beautiful new performing arts center. Each classroom includes a variety of technology resources designed to enhance the learning experience.

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.