



SOUTHERN TEACHERS

A G E N C Y

**Director of Admissions
The Oakridge School
Arlington, Texas**

theoakridgeschool.org

Southern Teachers is assisting The Oakridge School as it seeks a dynamic and collaborative Director of Admissions to lead a three-person team as it recruits families and determines a mutual fit between students and the school's curricular and extracurricular programs in preschool through grade twelve. The Director oversees the admission process, enrollment management, and the Oakridge community's participation in recruitment and retention. He or she collaborates with a team to develop and implement the marketing plan, organizes and supervises the entire admission process, presents the school to prospective families, and works with school leadership to administer financial assistance.

The Director of Admissions reports to the Head of School, works closely with division heads, and serves on the Administrative Team.

The ideal candidate grows through networking and lifelong learning, models outstanding character and empathy, and demonstrates passion, flexibility and teamwork. A skilled relationship builder, he or she communicates well with students, parents, and colleagues; invests in the school community; and facilitates a family-centered admission process. Proficiency with technology, including database and website management, is a plus. He or she also possesses a background in independent school education or university recruitment, has admissions experience with a proven track record of success, and preferably holds an advanced degree.

Established in 1979, The Oakridge School serves students and families from 37 cities and 18 countries. With 812 college-bound students in fifteen grade levels, Oakridge offers a dynamic, student-centered environment. The 90-acre campus provides a beautiful setting for learning and exploration. Over the last few years, Oakridge has renovated its classrooms, built the Quinn Family Kindergarten Center, added four Maker Spaces, and is in the process of constructing the Oakridge Athletic Complex, a 50-acre outdoor "classroom" which so far includes practice fields, tennis courts, a field hockey field, a track-and-field venue, and a football/soccer stadium. Focused on creativity, communication, collaboration, and critical thinking, The Oakridge School offers a classroom environment that includes a 1:1 program in grades four through twelve focused on innovative teaching and learning.

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.