



**DIRECTOR OF ADMISSION**  
**EVERGREEN COUNTRY DAY SCHOOL**

Evergreen Country Day School ([www.evergreencountryday.org](http://www.evergreencountryday.org)) is a learning community characterized by curiosity and kindness. The campus is located in scenic Evergreen, Colorado, only 25 west of downtown Denver, with 175 students in Toddler through eighth grade. The mission of the school is to inspire and prepare students to thrive and create a better world. Small class sizes allow for teachers to challenge students while providing individualized instruction. Emphasis is placed on integrity, honesty, and showing respect to those in the school and the community.

**REPORTS TO:** Head of School

**WORK HOURS:** Exempt administrative position; involves working outside of school hours as needed and occasional travel.

**REQUIRED KNOWLEDGE, SKILLS, AND EXPERIENCE:**

- Prior experience within an independent school, preferably within admissions
- Experience managing financial aid reporting, marketing, and enrollment management
- Enthusiastic involvement in school and community events
- Proven positive working relationships with colleagues, students, and families
- Ability to work independently and collaboratively
- Excellent organizational and communication skills, both written and oral

**PRIMARY RESPONSIBILITIES:**

- Coordinate an efficient and professional application process, including but not limited to: interviewing applicants and their parents; scheduling admission testing; and securing necessary student application materials
- Conduct compelling campus tours for prospective families
- Serve as liaison between the Admission Office and school community to ensure knowledge of programs, faculty, and students for accurate representation to prospective families
- Contribute to Country Day's mission and standards of the school by recruiting and retaining students who will benefit from the school's unique culture, mission and program
- Formulate strategic recruitment and enrollment practices and policies
- Serve as a liaison to the board of trustees regarding admissions and enrollment
- Develop a strategic recruitment and communication plan to reach targeted audiences
- Work closely with the Director of Business Operations in regard to financial aid
- Work closely with Director of Advancement and Director of Community Support in marketing of the school and sharing the school's story broadly.
- Oversee enrollment management budget

- Understand the culture and climate of the school and the broader educational environment
- Foster high ethical standards, integrity, and respect for colleagues, alumni, parents, and students throughout the admissions process
- Communicate clearly and enthusiastically to all Country Day community constituents
- Support the school, its mission, and its leadership
- Perform other duties as assigned by the Head of School

***Interested candidates should send a cover letter and resume to Jennie Anderson, Head of School, at [janderson@evergreencountryday.org](mailto:janderson@evergreencountryday.org) with “Director of Admission” in the subject line.***