



Job Description

POSITION: Director of Admission

UPDATED: 2008

STATUS: Full-Time

YEARLY TERM: 12 months

REPORTING RELATIONSHIPS

Supervisor: Headmaster

Supervisor Of: Assistant to Admission

RESPONSIBILITIES - Specific duties include but are not limited to:

Promote Trinity School

Understand and communicate the mission of Trinity School and its vision to prospective parents

Master the distinctive programs of each division (Lower, Middle, and Upper Schools)

Field questions from prospective parents and enlist other staff in helping parents to find answers

Guide prospective parents in their search for a school, helping them to discover whether Trinity is the best fit for their child

Individual Efforts:

- Field inquiries.
- Conduct school tours.
- Develop working knowledge of area schools.
- Participate in the triangle consortium of admission directors.

Collaborative Efforts: Director of Marketing, Faculty

- Enhance Trinity's relationship with area schools (job fairs etc.)
- Increase Trinity's visibility within minority communities (Jack and Jill, socials, issue forums, Trinity minority family support network, targeted mailing campaigns).
- Coordinate and conduct open houses.
- Assist in publicizing openings (printed media, socials).

Enhance Trinity School's Application Process

Individual Efforts:

- Revise application packet (including application, fact sheet, board, faculty and staff listing).
- Fine tune school minder software for tracking current applicants.
- Implement safeguard procedures for moving applicants through the process.
- Meet with families who have applied and need additional reassurance.
- Manage personnel pertinent to assessment process (assessors, greeters, ISEE examiners).
- Provide the board with up to date reports on number of applicants by grade.

Collaborative Efforts: Headmaster and Director of Marketing, Academic Staff

- Select overall application marketing packet that reflects Trinity Color palette.
- Communicate application process to existing families (open house, printed material, phone call).
- Work with faculty to evaluate and (if necessary) modify assessment tools (surveys, standardize test, classroom assessment).

Manage the Enrollment Process for New Students

Individual Efforts:

- Ensure applicant files are complete and ready for review.
- Conduct preliminary analysis of files and obtain additional information from references, school officials, and/or assessors (as needed).
- Establish meeting times and review procedures for the admission committee.
- Provide staff oversight and direction for the Admissions Committee
- Provide the Board with up-to-date reports on applicants' status.
- Communicate admission decisions to families.
- Secure contracts and make offers when spaces are available.
- Be vigilant in maintaining up to date numbers regarding availability (includes updating information in school minder).

Collaborative Efforts: Headmaster, Senior Staff, Student Services

- Assist in selecting Admissions Committee members.
- Advise Headmaster regarding difficult admissions decisions including bringing recommendations for action.
- Coordinate with the Business Office regarding enrollment status and admission decisions that may have an impact on financial aid.
- Communicate with marketing and senior staff the number of available spots.

Shepherd New Families through Enrollment and Assist in Assimilating them into the Trinity Community

Individual Efforts:

- Communicate to relevant staff new families to Trinity.
- Ensure new families receive pertinent materials for the upcoming school year.
- Follow up with new families after material has been sent.

Collaborative Efforts: Student Services, Marketing, Academic Staff

- Strategize with student services regarding developing a mentoring program for new families.
- Administer new family orientation and POD event.
- Solicit the help of the marketing and development office for improving the admission sponsored event—meet your teacher day.
- Sponsor an admission retreat that would consist of debriefing, setting goals, strategies, and output measures for the coming year. A natural output would be a calendar that consists of admission events, tasks, and time dependent duties.
- Administer a brief survey to faculty and staff (what went well, not so well, room for improvement, suggestions).