ADMISSIONS DIRECTOR

WHAT YOU OFFER US

- Kindness, compassion, curiosity, analytical ability, flexibility, a sense of humor, patience, growth mindset, experience, high energy, innovation, and a big picture lens

WHAT WE OFFER YOU

- A promise to treat you like the professional you are
- Competitive salary and benefits
- Supportive and collaborative peers
- A fun and joyful work environment
- Personalized professional development
- Fancy smelling soap
- Free coffee, soda, tea, and nugget ice
- Freedom to wear jeans any day of the week
- A beautiful campus in the Museum District of Houston

A DAY IN THE LIFE

- Share with families the life changing impact attending The Joy School can have on a child and their family and advocate for them throughout the admissions process
- Meet struggling kids and help them to see that school can be a joyful place
- Critically analyze psycho-educational testing to understand prospective students' diagnoses as well as uncover hidden strengths
- Work collaboratively with a partner admissions director to ensure every prospective family receives the same level of attention, support, and expert advice throughout the process
- Work in partnership with teachers, administrators, and support staff in order to make appropriate placement decisions through classroom observations and teacher division meetings
- Build collegial relationships with educators and related professionals to ensure appropriate referrals from outside sources.
- Work collaboratively with advancement team in all aspects of marketing, enrollment, and fundraising
- Collect and analyze meaningful data regarding admissions at our school and beyond to support strategic decision making
- Compassionately support families whose children may not need The Joy School, but another special school or resource in our community.
- Serve as an active member of the admin team, staying connected to decisions affecting current students, which in turn will affect messaging for admissions purposes

HIRING PROCESS

- Email resume and cover letter to Dean of Faculty
- Participate in phone/video interview
- Advance to live interview/visit day
- Accept the best and most challenging job of your career beginning June 1, 2019

Still Interested? Click HERE and
send your resume and cover letter to Rachel Williams
@rwilliams@thejoyschool.org #HowSchoolShouldBe