



Director of Admissions and Enrollment Management

Kennedy Catholic High School

Kennedy Catholic High School is a private Catholic high school dedicated to providing a high-quality, Catholic education to all students in a diverse and equitable learning environment. Kennedy Catholic is *committed* to fostering young people's relationship with God; *devoted* to educating the whole person; and *driven* to inspire a life-long commitment to leadership, learning and service.

Job Summary

The Director of Admissions and Enrollment Management, a key member of Kennedy Catholic's leadership team who works under the direct supervision of the President/Principal, is primarily responsible for developing and executing the strategies and tasks necessary to build Kennedy Catholic's diverse student body. This position develops, maintains, and strengthens relationships with Catholic feeder schools, local public, charter and independent schools, churches, and other youth-focused organizations in support of the school's annual enrollment goals. The director must be able to articulate to prospective families and students the unique mission and value of a Kennedy Catholic education, the programming and opportunities available to students from a diverse set of backgrounds, and the characteristics the school seeks in its students. The Director of Admissions works collaboratively with the Director of Marketing and Communications, the Vice Principal of Academics, the Vice Principal of Student Services, the Director of Athletics, the Director of Technology, the Director of Development, and the Director of Finance to implement the different dimensions of the school's comprehensive admissions and enrollment plan.

Essential Duties and Responsibilities

- Designs and implements a comprehensive admissions and enrollment plan to ensure Kennedy Catholic maintains a capacity enrollment of qualified and mission-consistent students with a waitlist of qualified applicants

- Designs, establishes, and maintains a departmental operating structure that effectively accomplishes the school's goals and objectives
- Develops a deep understanding of Kennedy Catholic's unique identity, programming, and culture and is able to communicate this understanding effectively
- Serves as the primary contact with prospective parents throughout the admissions and enrollment process, including, but not limited to, responding to inquiries, providing tours, and sharing information on programs, scholarships, financial aid, and important dates until matriculation
- Evaluates continually and redesigns where appropriate all aspects of the admissions program to ensure Kennedy Catholic's admissions and enrollment process proactively encourages families to submit an application and seek admission on behalf of their children
- Establishes and maintains positive working relationships with Catholic feeder schools, local public and charter middle schools, churches, and other organizations that can be helpful in attracting quality students, including, but not limited to, participating in grade school visits, local information nights, and community outreach efforts
- Maintains contact with principals of elementary and middle schools through regular communications regarding honor rolls, open houses, testing dates, and other pertinent materials
- Works closely with the Director of Marketing and Communications to develop marketing and communication strategies and materials that promote the school to prospective students and families, and community-based partner organizations
- Develops and implements a yearly calendar of action items, including a schedule of publications, all admissions-related events, mailings, correspondences, and meetings to ensure achievement of annual goals
- Manages the database of students in area grade schools and monitors key admissions metrics throughout the year
- Plans, organizes, and implements the school open houses for prospective students and their parents
- Organizes and implements all visits to the school and provides for "shadow" visitation for individual prospective students and any other student visitors to the school
- Works with Kennedy Catholic student ambassadors to provide services for all open houses, placement tests, the visitations, and other events sponsored by the Admissions office
- Works with parents and administrators to schedule information gatherings for parents who may consider Kennedy Catholic
- Attends meetings for admissions personnel of the various Catholic high schools and advocates on behalf of Kennedy Catholic
- Schedules the dates and staffs the administration of the High School Placement Test or other entrance exam, if implemented
- Prepares a list of candidates for scholarship awards for presentation to the President/Principal and Director of Finance
- Participates in scholarship candidate interviews and plans scholarship events

- Collects and reviews all application forms, test scores, and academic records and convenes with the Admissions Committee to review the application materials of every candidate for admission
- Coordinates the management and communication of all admissions decisions, including scholarships, waitlists, denials, and appeals
- Organizes the registration process for all new ninth grade students in partnership with the Vice Principal of Academics
- Coordinates the application, admission, and registration process for all transfer students; interviews each prospective transfer student and convenes the admissions committee for each
- Serves as a contributing member of the school's leadership team; demonstrates a willingness to support the success of the school outside of the identified role and responsibilities

Qualifications

- A Bachelor's degree with experience directly related to the duties and responsibilities
- A demonstrated attention to details and strong organizational skills
- Outstanding interpersonal and community relations skill and the ability to communicate and work effectively within a diverse community
- Proven ability to effectively present to large groups across multiple age groups
- Ability to track and understand data
- Ability and desire to work collaboratively
- Ability to use a variety of technological platforms to support the work in admissions and enrollment. Experience with SchoolAdmin is preferred but not required
- Previous experience in Catholic school admissions is preferred but not required
- Demonstrated commitment to the mission of Catholic education and to building equitable and inclusive learning environments for a diverse student population

Position will remain open until filled, but ideally the selected candidate will be available to start in February. The start date is negotiable depending upon the circumstances of the selected candidate. Applications will be reviewed on a rolling basis with the first round of interviews scheduled for the week of January 10, 2022. First round interviews may occur either by Zoom or in person.

Apply through AppliTrack by going to the Archdiocese of Seattle website at <https://www.applitrack.com/seattlearch/onlineapp/default.aspx?all=1>. Additionally, email your cover letter and resume to Peggy Cunningham, Executive Assistant to the President/Principal, cunninghamp@kennedyhs.org. Ms. Cunningham will confirm receipt and request any additional materials necessary throughout the review process.