

Cobb School Montessori
DIRECTOR OF ADMISSIONS
EXEMPT EMPLOYEE
Job Description

Cobb School Montessori in Simsbury Connecticut educates children and teaches and nurtures the skills necessary for success in the 21st century. Cobb School Montessori upholds the highest of Montessori and independent school standards as articulated by the Connecticut Association of Independent Schools, Association Montessori Internationale, and Montessori Schools of Connecticut.

MISSION STATEMENT

A recognized leader in Montessori education, Cobb School Montessori prepares children socially and academically to make a difference in their communities.

POSITION OVERVIEW

Cobb School Montessori is seeking an experienced administrator to fill the role of Director of Admissions. Reporting directly to the Head of School, the Director of Admissions is responsible for recruiting and retaining students and families to the school. The role is also responsible for maintaining a strong relationship with students and families as they move to alumni status. This position manages and executes all aspects of the admissions and enrollment process, including conducting candidate interviews, campus tours, community outreach, preparing and organizing admissions paperwork, managing admissions and enrollment database functions, and finalizing enrollment decisions and class assignments. Additionally, the Director of Admissions works closely with the Development team to spearhead alumni engagement in support of annual fundraising efforts and collaborates with the Marketing and Communications team to coordinate the production of admissions advertisements and print materials.

The successful candidate will possess excellent communication and interpersonal skills and will be highly organized, detail-oriented, and self-motivated. They will demonstrate strong problem-solving and analytical skills, will be able to adapt easily to changing school needs, and will be able to operate with a high level of discretion when working with sensitive matters and information. Prior administrative admissions experience is strongly preferred. An understanding and respect for Montessori pedagogy, and the ability to communicate Montessori philosophy, are strongly preferred.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Students and Families:

- Manage the full annual admissions and enrollment cycle.
- Work with the Head of School and the Marketing and Communications team to develop and execute recruitment and retention strategies.
- Develop and execute data-driven strategies to achieve annual enrollment goals and provide informed enrollment projections as needed.
- Oversee the completion and maintenance of application, enrollment, and other admissions paperwork.

- Engage colleagues as needed at various points in the admissions process, i.e., for interviews, tours, and placement decisions, and work to ensure that all faculty and staff understand and can fulfill their roles in student retention.
- Work with the Head of School and the Business Manager to support the financial aid process, providing accurate admissions/enrollment reporting as needed.
- Plan and facilitate recruitment and community engagement events.
- Plan and attend new family events.
- Support other administrative team projects and initiatives as assigned.

POSITION DETAILS:

- Full Time 40 hours per week, with attendance at staff meetings and occasional night and weekend events outside of regular hours required.
- Regular Schedule: Monday - Friday, 8:30am to 4:30pm
- Salary: Based on experience

QUALIFICATIONS:

- Bachelor's degree required.
- Minimum of 3 years of admissions/enrollment experience required.
- Experience working in an early childhood or school-aged environment preferred.
- Experience working in an accredited Montessori school preferred.

Resume, cover letter, and 3 professional references required.

Send to:

Joe Lardner
Cobb School Montessori
112 Sand Hill Road
Simsbury, CT 06070

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Providing equal employment opportunities is one of the most important personnel policies of the school. Our goal is to provide equal employment opportunities to applicants and employees in all phases of our operation. It is our policy to comply with all relevant federal, state and local laws with respect to equal employment opportunity for employees and applicants in all aspects of employment, including the terms or conditions of employment, recruitment, hiring practices, benefits, discipline and termination. The school believes that all persons are entitled to equal employment opportunity, and it strictly prohibits discrimination because of race, color, creed, sex, religion, national origin, age, gender, physical or mental disability, veteran status, sexual orientation and other protected classes.