



St. George Episcopal School is an independent Episcopal day school with a vision to empower servant leaders with wisdom, courage, faith, and love to make a positive impact locally and globally. St. George provides an exceptional academic, physical, creative, and spiritual development for students in an inclusive Christian community. We seek to cultivate love, curiosity, and respect for God, self, and others. St. George serves approximately 530 students from early childhood through 8th grade. We have three sections of most grade levels, with an average class size ranging from 18-20.

St. George Episcopal School focuses on developing a community that nurtures the whole child and equips each child with the knowledge and skills they need to make a difference in the world. Our curriculum is integrated and aligned in a way that infuses the best of traditional and innovative research based learning practices. We seek to develop student inquiry, critical thinking, dialogue, and collaboration, so they are prepared for success in premier high school programs in San Antonio and around the country. Our program has multiple opportunities in athletics, fine arts, and community service which compliment our academic program and offer leadership opportunities and nurtures each student. We are grounded in our Episcopal Identity and celebrate each person as a unique child of God with many gifts and talents to offer.

The Director of Enrollment is responsible for leading and managing the recruitment, enrollment, and retention of students to St. George Episcopal School each year.

The Director of Enrollment reports directly to the Head of School and is a member of the Administrative Team. This person will work closely with other Admin team members, as well as other educators and staff members. This position will work closely with parents and other community members as well.

The Director of Enrollment is responsible for:

- Developing, managing, and implementing an enrollment process in keeping with the mission and vision of the school
- Answering admissions inquiries as needed
- Gathers, analyzes, and presents information on each candidate with the Admissions Committee
- Organizes and implements admissions practices to ensure a large and qualified pool of candidates
- Keeps and manages all student report cards
- Represents the school in local and national admissions groups
- Organizes prospective parents and student visitation and evaluation activities
- Oversees the preparation, distribution, and collection of enrollment contracts
- Collects, reviews, and analyzes enrollment and admissions data, and makes recommendations to the Head based on this data
- Is the welcoming first point of contact for prospective families and represents the School and its mission, vision, core values, and program accurately and with enthusiasm
- Informs the community of the availability and procedures for applying for financial aid

- Leads the Financial Aid Committee
- Prepares and sends award notifications
- Manages student admission files and database records
- Assists in the development of public relations strategies
- Leads development of admissions and enrollment management initiatives

Qualifications

- Bachelor's degree required
- Experience working in independent schools, particularly with early childhood and elementary programs is a plus
- Proficient in Google Suite and related applications
- Ability to work in the school's database system
- Ability to work well under pressure and manage sensitive subjects and situations with tact, kindness, and professionalism
- Excellent verbal and written communications skills are required
- Excellent interpersonal skills and the ability to work collaboratively and collegially
- Willingness to invest in the life of the school community
- Demonstrated high ethical and professional standards
- Sense of humor and a positive attitude