

## Director of Admissions

Acera is looking for an experienced Director of Admissions to oversee all aspects of admissions from inquiry through enrollment. The Director will lead a collaborative effort to develop and implement both short- and long-term recruitment strategies to ensure Acera meets enrollment objectives. Bring your highly collaborative spirit and deep commitment to high-engagement learning and join our school community!

### About Acera

We envision a world in which schools engage students in meaningful learning, in which teachers are freed as entrepreneurs in their classrooms, and in which students can become the best version of themselves, given each student's unique capacities, needs, and passions. The Acera School day program provides students with unbounded access to learning, offering high-capacity students opportunity according to their ability, not age. Acera's enrichment programs (after school, summer, and vacation week camps) are open to the public, and our Education Innovation (EI) efforts are actively engaged in public school projects to support educational change. We also partner with organizations beyond our walls, creating programs rich in sciences, technology, engineering, creativity, and the arts. We operate both as a lab school and a microcosm of what is possible for other schools. We seek to grow students' emotional intelligence and develop the next generation of innovators, leaders, and creative thinkers who can make a positive impact in the world.

Learn more about how we teach at [www.aceraschool.org/how-we-teach](http://www.aceraschool.org/how-we-teach).

### Job Duties & Responsibilities

The ideal candidate will be a data-driven decision maker, an experienced admissions professional and a creative leader in admissions, recruitment, and retention. They will develop and lead inclusive outreach efforts to draw diverse families to the school and ensure that Acera continues to enroll promising students who both thrive as part of the school community and in turn contribute to the community as a whole. They will enthusiastically embrace Acera's mission, culture, and community while serving as a compelling ambassador when presenting Acera to prospective students and their families.

- Oversee the recruitment, selection, admission, and financial aid determinations of all students.
- Oversee and participate in the development of admissions materials, marketing, and events in collaboration with the Marketing and Public Relations Lead.

- Inspire the Acera community to actively participate in admissions events including individual and group tours; student shadow visits; information sessions; student observations, testing, and interviews; parent-to-parent connections; and individual family conversations.
- Manage parent and student expectations and deliver admissions decisions in a manner that is honest, caring, and diplomatic.
- Conduct exit interviews when students graduate or transfer to another school.
- Establish and maintain positive relationships with area educational constituencies including area schools, preschools, consultants, admissions directors, and organizations and create networking opportunities.
- Abide by a “no-surprise” policy, alerting the Founder & Director to any issues that would conflict with the school’s mission or detract from serving the best interests of the community.

## Qualifications

- At least 5 years of admissions experience in independent schools.
- Proficiency in Blackbaud Enrollment Management system.
- A genuine empathy for prospective families and an awareness of the needs and sensitivities of parents, students, faculty, staff, and administrators and ultimately be able to manage expectations and deliver admissions decisions in a manner that is honest, caring, and diplomatic.
- Exceptional communication and interpersonal skills including outstanding writing and public speaking skills plus the ability to interact comfortably and collaboratively with a variety of people and present before large and small audiences.
- Ability to independently establish and manage multiple, and often competing, priorities and maintain accurate records.
- Proficiency in Word, Excel, Zoom, and Google applications as well as the ability to quickly learn and adapt to new programs.
- Bachelor’s degree.

## Term & Anticipated Start Date

Full-time, exempt, year-round position. Start date as desired, by July 1, 2022.

## Salary & Benefits

- Paid federal/state holidays plus school-year breaks.
- Two weeks of accrued vacation.
- Health, dental and vision benefits available, SIMPLE IRA.

- Free after-school and summer programs for children of eligible employees.

### **Working Conditions**

- Prolonged periods standing and walking throughout school, classroom, and campus, including climbing stairs.
- Must be able to assist students who have physical difficulties.
- Must be able to kneel, sit, stand, crawl, push, and pull to assist children throughout the day.
- Must be able to traverse the space and adjust one's tone and height, by bending or leaning.
- Prolonged periods sitting and working on a computer.
- Must be able to lift up to 15 pounds at times.

### **Equal Opportunity Employer**

Acera is an Equal Opportunity Employer that does not discriminate on the basis of actual or perceived race, creed, color, religion, alienage or national origin, ancestry, citizenship status, age, disability or handicap, sex, marital status, veteran status, sexual orientation, genetic information, arrest record, or any other characteristic protected by applicable federal, state or local laws.

### **Conditions of Offer**

You must provide documentation of a completed COVID vaccination series.

All offers of employment are contingent upon CORI, SORI, and fingerprint-based background checks, as required by the laws of the Commonwealth of Massachusetts. Under the Immigration Reform and Control Act (IRCA), our company is required to verify the identity and work authorization of all newly hired employees. Therefore, if you accept this position, you will be required to complete a Form I-9 upon hire. Within 3 days of beginning employment, you will need to supply acceptable documentation days of beginning employment, you will need to supply acceptable documentation (as noted on the Form I-9) of your identity and work authorization.

### **Apply**

Please submit a cover letter, resume, and salary expectations to [hire@aceraschool.org](mailto:hire@aceraschool.org).

*May 2022*