



Keen Minds. Compassionate Hearts. Global Action.

Mackintosh Academy Littleton, an independent International Baccalaureate School for gifted learners in PreK through 8th grade, is seeking a Director of Enrollment Management beginning August 1, 2022. The Director of Enrollment Management is an integral part of the administrative team and is responsible for managing all facets of enrollment to attract, enroll, and retain a diverse and dynamic population of students. This position is part-time (0.75 - 0.8 FTE).

Mackintosh Academy Littleton was founded in 1977 as Colorado's first school for gifted students and serves 125 students in grades PreK-8. Mackintosh Academy's mission is to nurture the keen minds and compassionate hearts of the gifted child in a responsive and caring community of learners. Our students mature into confident, healthy human beings inspired to contribute to a world that needs them.

We are the Denver area's only authorized International Baccalaureate (IB) independent school with both a Primary Years Programme (PYP) and Middle Years Programme (MYP). As an authorized IB World School, Mackintosh Academy's mission also aligns with the IB program's mission, "to create a better world through education."

Please learn more about our unique school at [our website](#) to see if Mackintosh's environment may be a place for you to grow in your professional journey and be a contributing member of our educational family.

Essential Responsibilities for all Mackintosh Employees

- Support the school's mission
- Promote and advance the cognitive, emotional, social, and physical well-being of all students
- Maintain positive relationships with all stakeholders including students, parents, board members, and the local community
- Engage in school events and activities as appropriate
- Support and maintain an attractive and safe learning environment
- Participate in regular meetings to address routine matters and support a healthy exchange of ideas for the continuous improvement of the school
- Set personal yearly goals and participate in professional development opportunities
- Support and engage in effective and timely communication with all constituents as appropriate
- Assist in evening and weekend events as appropriate
- Provide classroom and student support as needed
- Support school environmental sustainability initiatives
- Other duties as assigned

The Director of Enrollment Management will:

- Contribute to the mission and standards of the school by recruiting and retaining students who will benefit from the school's unique culture and gifted programming and contribute to the school community

- Formulate forward-thinking and strategic application, admission, financial assistance, tuition, and enrollment policies
- Report directly to the Head of School and serve as a liaison to the board of trustees regarding admissions and enrollment
- Develop strategic recruitment and communication plans to reach targeted audiences and work closely with the Director of Marketing to execute these plans
- Work with the DEI coordinator to enhance the recruitment of a socially, economically, and ethnically diverse student population
- Work with the Director of Finance and Operations and Head of School to develop tuition and enrollment goals
- Oversee the tuition assistance process including applications, tracking, and offers, with input from the Tuition Assistance Committee
- Manage the entire admissions, enrollment, and re-enrollment processes including tracking of prospective students from applicant to enrollment and beyond.
- Maintain the student information system and oversee registrar activities related to student transfers and graduation to high school
- Conduct an annual review of data and statistics to inform admissions, enrollment, and retention strategies
- Be sensitive to economic, cultural, and other issues present in the enrollment of a diverse student body
- Understand and effectively communicate the unique needs of the gifted learner
- Foster high ethical standards, integrity and respect for colleagues, alumni, parents, and students through the admission process
- Establish and maintain positive relationships with area educational constituencies including schools, preschools, consultants, admissions directors, and organizations (ACIS, CAGT and affiliates) and create networking and referral opportunities
- Develop and maintain relationships with outside professionals critical for referrals
- Maintain familiarity with IB programming and instruction at the classroom level in order to effectively communicate with prospective families
- Organize and execute open houses, in-person and virtual tours, and other admissions events
- Work supportively with classroom teachers to provide a positive visit experience for candidates
- Organize and oversee retention activities such as move up days and information nights
- Keep informed and up-to-date on trends in admission
- Actively participate in ACIS admissions meetings and events
- Perform other duties as requested by the Head of School

Qualifications

- Bachelor's Degree; Master's Degree preferred
- Minimum of five years in education, admissions experience preferred
- Solid understanding of marketing and communications practices
- Proven success in a senior administrative role including working with a board of trustees
- Ability to think critically and creatively
- Outstanding communication skills
- Demonstrated leadership skills
- Solid understanding of the unique needs of gifted children and gifted families
- Familiarity with twice-exceptional students
- Familiarity with the International Baccalaureate Primary and Middle Years Programs

- Flexibility and ability to work collaboratively with a wide range of school community members
- Familiarity with student information systems and tuition management systems (FACTS preferred)
- Facility with diverse platforms such as Google Suite, Zoom, Excel, Slack, Canva, and Mailchimp and the ability to learn new systems when appropriate

Salary range (\$55,000 - \$70,000./ Salary consideration is given for seniority, merit, quality, education, experience.

Generous benefits include the following:

- Benefit Continuation/Conversion at Termination (COBRA)
- Bereavement Leave
- Dental Insurance
- Holiday Pay
- Jury Duty Leave
- Life/AD&D Insurance
- Medical Insurance
- Personal Leave
- Section 125 Cafeteria Plan
- Simple IRA Pension Plan
- Family Medical Leave
- Sick/Personal Leave
- Tuition Remission

How to Apply:

Qualified candidates should send a cover letter and resume to Beth Steklac, Assistant Head of School beth@mackintoshacademy.com no later than January 15, 2022.

Mackintosh Academy Littleton is an Equal Opportunity Employer. Mackintosh does not discriminate on the basis of race, religion, color, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status or any other characteristic protected by law.