



CINCINNATI CLASSICAL ACADEMY

FORMING HABITS OF MIND, HEART, AND SOUL

Job Description – Enrollment & Development Manager

The Enrollment Manager is a full-time, salaried, exempt position with a 12-month work schedule, beginning June 1, 2022. The Enrollment & Development Manager will report to the Headmaster.

Position Overview

The Enrollment & Development Manager oversees the strategic and operational management for activities and services related to the successful recruitment, enrollment, and transition of students through the school. He or she also oversees daily attendance, student records, and the substitute teachers program.

The Enrollment Manager's essential duties and responsibilities are as follows:

Attendance

- Records daily attendance for all students and teachers
- Manages substitute teachers' program and conducts substitute onboarding and orientation
- Secures substitutes during teacher and teacher aide absences

Registrar

- Maintains student records, including assessment results, test scores, discipline citations, medical reports and records, and other documents
- Maintains all student cumulative folders and fulfills requests for all new students and forwards cumulative folders when students withdraw
- Maintains registrations for all new and returning students
- Responds to student records requests from other schools
- Updates students retained/promotion information in the school's student information systems
- Works with school personnel to maintain integrity and accuracy of student records, including maintenance and tracking of attendance and retention

Enrollment

- Manages the admissions and lottery process; manages annual enrollment process
- Performs all clerical functions related to enrolling and withdrawing students
- Requests records and grades from other schools for current students' files.
- Supervises the preparation of student enrollment report
- Inputs student information into the school's student information systems
- Creates the accounts and password for families.
- Follows up with parents that do not complete the "Intent to Return" paperwork for existing students.

Student Recruitment

- Schedules and provides tours for prospective parents during registration decision process
- Plans and implements semi-annual Open House and periodic Parent Info Nights
- Responds to and implements requests for Shadow Days and Parent Previews

Development

- Processes donor gifts, ensuring they are properly recorded, deposited and acknowledged
- Assists with planning and execution of donor events, as well as other events
- Provides administrative support for various campaigns that support both campus activities (annual fund) and strategic growth
- Manages the donor database and performs prospect research as needed
- Performs other development and event-related duties as required

Computer Skills

To perform this job successfully an individual must have knowledge of spreadsheet software and word processing software.

Qualifications

- Three (3) years of experience with computer information systems and organizational procedures, preferably in a school environment
- Bachelor's degree in Business Administration, Organizational Management, or related discipline

Strong candidates will also embrace the school's organizational values:

- The tenets of classical, liberal arts education
- Community and partnership in the common pursuit of forming intelligent, virtuous citizens
- Excellence in teaching and learning
- The virtues we aim to teach our students: prudence, justice, fortitude, humility, gratitude, perseverance, and compassion

Compensation, Benefits and Hiring

Pay is competitive and commensurate with experience and qualifications. Benefits offered for full-time employees include health benefits, paid vacation, personal days, paid holidays, and retirement plan with employer contribution. Children will receive enrollment priority if their parent(s) are full time employees at the time of enrollment. All employees will be required to pass background checks.

Application Process

Staff applicants must submit the following in a single email to Mr. Michael Rose, Headmaster: mrose@cincyclclassical.org:

- Cover letter. (Please tell us how you learned about Cincinnati Classical Academy and indicate your salary requirements.)
- Resume/curriculum vitae
- Three professional references. Please include email address and phone number for each reference.