



## ***Bayhill High School Job Announcement***

**Title: Director of Admissions**

**Reports to: Executive Director**

**Start date: July 1, 2020**

**To Apply: Send Resume, Cover Letter and three (3) references to:  
[search@bayhillhs.org](mailto:search@bayhillhs.org)**

The mission of Bayhill High School is to educate students with learning differences, focusing on their individual learning needs, with the goal of maximizing their inherent abilities and their potential to succeed. Located in Berkeley, CA, Bayhill has a student body of 80+ students who have average to above average intelligence, but struggle to learn in a large mainstream high school due to learning differences such as dyslexia or ADHD. The school is accredited by the Western Association of Schools and Colleges and is a certified Non-public School by the California Department of Education. Additionally our course work meets the A-G requirements for admittance to Cal State or UC schools.

The position of Director of Admissions is a unique position that requires a high level of expertise in learning disabilities and effective remediation approaches, as well as varied accommodations. Additionally, the Director of Admissions & Marketing must be able to interpret psycho-educational evaluations and have a full understanding of the IEP process. Further, the Director of Admissions must have excellent public speaking and presentation skills, and a high level of interpersonal skills that demonstrate the empathy and compassion necessary to build relationships with families.

### **Major Responsibilities:**

The Director of Admissions reports to the Executive Director. Responsibilities include the following:

- To oversee the program of admission of new students to the school from initial inquiry to acceptance.
- To present the school to prospective students and parents, which includes systematic and efficient handling of applications and communication with

- candidates and their parents; interviews with candidates and their parents; arrangements for initial meetings and shadow days; securing of necessary student documents; and communicating final decisions to the appropriate individuals.
- To interpret Psycho-educational reports in an effort to identify appropriateness of students for the school and placement into classes.
  - To administer and develop IEP's in conjunction with classroom teachers and school district representatives.
  - To oversee the admissions office, creation of the admissions and marketing plan, and appropriate admissions and marketing materials, mailings and publications.
  - To plan and execute programs that enhance public perception of the school.
  - To initiate and lead activities intended to interest parents in sending students to the school: Open houses, luncheon with professionals, furthering contacts and interactions with middle schools and referring professionals.
  - To identify emerging marketing strategies and test their effectiveness and report out results to Executive Director and board.
  - To work with the social media, content and web site manager in efforts to enhance the online presence of the school.
  - Attend high school fairs and educational conferences to promote awareness of the school to appropriate audiences.
  - To organize and administer, with the Executive Director the program for financial aid.
  - To evaluate continually and redesign where appropriate all aspects of the admissions and marketing program with the goal of maintaining a capacity enrollment of qualified students and a wait-list of qualified applicants.
  - To oversee the network of parents, former parents and alumni to assist in the admissions program.
  - To keep relevant statistics on all aspects of the admissions and re-enrollment program.
  - To perform other duties as assigned by the Executive Director.
  - To support the school and its leadership.

**Qualifications:**

It is preferable that the Director of Admissions hold the following certifications: Education Specialist Clear Credential. Candidates without the credential, but who demonstrate the necessary expertise and skills will be considered. Additionally it is preferred that candidates have experience in admissions or a related field.

For more information about our program, visit our website [www.bayhillhs.org](http://www.bayhillhs.org)

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