



ST. AGNES
ACADEMY
for GIRLS

ST. DOMINIC
SCHOOL
for BOYS

The Dominican
COMMUNITY *of* SCHOOLS

Job Title: Early Childhood Center Admissions Counselor

Department: Admissions

Appointment: Full-Time

Contract Period: 12 Months

Reports to: Director of Admissions

Job Summary:

The St. Agnes Academy-St. Dominic School Admissions office is seeking an enthusiastic, self-starter who wants to work for a dynamic school community. Our Early Childhood Program engages and challenges boys and girls in grades PK2 to JK in a faith-filled environment founded on the Dominican Pillars of Study, Prayer, Community, and Service. With a focus on the social and emotional aspects of their development, we strive to provide our Littlest Stars and Suns with a positive initial learning experience, laying the foundation for future academic success.

The Early Childhood Admissions Counselor is responsible for recruiting, admitting and enrolling boys and girls in PK2, PK and JK. The ECC Admissions Counselor will nurture relationships while guiding families through the admissions process, showcasing the vibrant, faith-centered learning experience that sets our Early Childhood Program apart.

Essential Duties and Responsibilities:

- Serve as a model and resource for the school's Four Pillars in both behavior and communication and is a key brand ambassador for SAA-SDS in the community, ensuring families, community partners and other stakeholders view SAA-SDS as an outstanding Catholic school that prioritizes relationships and prepares our students for their future.
- Build relationships with area preschools, churches, and community organizations to recruit families to the ECC.
- Organize, oversee, and participate as appropriate in the admissions and interview process, which includes coordinating with faculty, school leadership, and prospective students and their families to ensure a timely, smooth, and effective admissions process.
- Organize, oversee, and participate in recruitment events including, but not limited to Open Houses, playdates, assessments, and other admissions events across all divisions.
- Collaborate with the Director of the ECC and the faculty to coordinate onboarding strategies for new families, re-enrollment processes and retention efforts.
- Partner with the Director of Marketing to increase St. Agnes-St. Dominic brand awareness in the greater Memphis community, effectively conveying the school's value proposition and facilitating interest in our school.
- Manage and prepare comprehensive, data-driven reports pertaining to recruitment, enrollment, and retention.
- Engage in professional learning.

- Contribute to the school community by attending school events, creating a cohesive presence with Administration, Faculty, and the Student Body.
- Serve in various capacities throughout the school as support staff as needed.
- Support school policies and the teachings of the Catholic Church in word and actions.

SAA-SDS believes the person with the following qualities will be well positioned for success in this role:

- An energetic team member with excellent communication and interpersonal skills.
- A strategic thinker who is committed to building a strong, diverse student body.
- A continuous learner with a demonstrated commitment to innovation and improvement.
- A brand champion and an enthusiastic school ambassador, always looking to form new community connections and strengthen existing ones.
- A savvy user, consumer, and producer of data, both to inform strategy and to improve the day-to-day operations of the office.
- A collaborative colleague, keen to partner with all sections of campus to create and maintain a welcoming relationship with new families from their first point of contact, through graduation and beyond.
- An effective organizer, able to manage multiple tasks and initiatives simultaneously, while keeping track of short and long-term goals, and desired outcomes.

DESIRED QUALIFICATIONS

- Bachelor's degree in relevant field.
- Experience working in independent school admissions or equivalent.
- Experience working with preschool-aged children.
- Effective communicator and collaborator; comfortable working as a member of a dynamic and high-performing team.
- Experienced at managing a budget and projecting costs for educational initiatives.
- Proven leadership and teambuilding skills; an ability to reach out and develop community.
- Flexibility, energy, high expectations, a sense of humor, and high moral and ethical values.

The ideal candidate is energetic, people oriented, and excited about the opportunity to work collaboratively in an inclusive, values-based, Catholic, independent school community.

Click [HERE](#) to submit an application and upload a resume and cover letter.

St. Agnes Academy – St. Dominic School is a Catholic, independent PK2-12 school in Memphis inspired by the Dominican Pillars of Study, Prayer, Community, and Service. We prioritize relationships while preparing our students for their future. Our innovative and caring faculty is committed to growing well-balanced students - mind, body, and spirit – in a supportive faith filled environment.

St. Agnes Academy – St. Dominic School is an Equal Opportunity Employer dedicated to promoting diversity in the workplace and strongly urges all qualified individuals to apply.