



RIVER VALLEY SCHOOL

WONDER LIVES HERE

Director of Admissions – start date July 1, 2017.

Do you want to work in an environment where you will laugh every day? River Valley School (RVS) is a close-knit community serving preschool - Grade Six students in Calgary, Alberta. We are looking for a Director of Admissions to join our dynamic team.

The Director of Admissions at RVS is the first point of contact for all prospective families. You have the privilege of touring and getting to know families and determining if RVS is a good fit for their needs and goals. RVS is a school that admits a wide range of students believing that a diverse learning environment is rich with possibility. We have three streams of learning, Progressive, Montessori & Early Learning. In addition, we offer the Arrowsmith program for a small group of students as enrichment and intervention.

At RVS you will work alongside a small, dedicated leadership team working hard to ensure RVS is thriving and thinking of new and innovative ways to approach recruitment and retention. Working closely with the Head of School & Marketing and Communications you should be prepared to have a great time with an amazing group of people across the entire staff and faculty.

The Director is thoroughly conversant with and knowledgeable about independent education, has strong people skills together with a track record of leading and motivating teams. The Director operates on a strategic and operational level and is adept with data management and analysis as part of her or his overall technical expertise. While possessing a warm and engaging manner, the Director acts as an ambassador for the school.

Calgary is a terrific city with affordable housing options, a strong arts culture, great restaurants and a short drive to the beauty of Canmore and Banff.

Specific Accountabilities Include:

- Conceptualizes, implements and manages a vision for an innovative and comprehensive student recruitment
- Monitors and measures program effectiveness, recommending and implementing program improvements based on findings.
- Ensures the school's Vision, Mission and Values are upheld in the recruiting messages.
- Together with our administrative leaders oversees the design, training, cultivation and retention for the Parent Admissions Network.
- Liaises closely with Marketing, Communications, Community Relations and Advancement in addition to the Senior Leadership Team.
- Works with the Head and Finance to establish yearly enrolment targets.
- Ensures enrolment management data is gathered, reported and analyzed on an on-going basis.
- Implements an effective communication plan to ensure prospective and new parents are informed and engaged in our community.
- Values and engages in Professional Learning.

Interested individuals should send a resume and cover letter to hr@rivervalleyschool.ca.