

## **Admissions Director**

**Department:** School Wide

**Status of Hire:** Overseas Direct Hire (ODH) / Local Hire (LH)

**Reports to:** Headmaster

### **Objective:**

A Director of Enrollment Services acts as the representative and authorized agent of the school in all business matters affecting YISS, providing leadership, oversight, and strategic planning of all student enrollment related activities.

### **Minimum Qualifications:**

- Minimum of Bachelor degree, Master's degree preferred
- Experience as an admissions director preferred
- Current admin or teaching certificate/credential
- Excellent organizational, communication and interpersonal skills
- Ability to interpret standardized test results
- Skillful in using technology

### **Duties and Responsibilities:**

- Communicate professionally and clearly the mission and vision of YISS
- Lead Enrollment Services Team
- Work with the Communications Team for promotional materials, "swag", reviewing marketing options, etc.
- Research best practices in admissions, implementing those that benefit YISS
- Carry cultural awareness and have a good understanding of the relationship between school and SMOE, school and parents, etc.
- Evaluate prospective students to ensure accurate placement
- Assure that written documentation is provided to SLS Coordinator, Counselor, and/or Principals for students who need extra scrutiny based on grades, testing, or behavior and that the written documentation is received after their review
- Create surveys for new students and parents to assess the transition process
- Create an exit survey for departing families to assess their thoughts on YISS including, but not limited to, areas of needed improvement, areas of perceived success and reasons for leaving
- Refine constantly the admissions processes
- Represent YISS in the international community
- Schedule and meet with applicants expeditiously
- Respond to all email and written inquiries within two working days
- Ensure the online application packet is accurately completed and any application fees are paid before screening or testing
- Consult with prospective families and lead tours

- Strictly follow the enrollment policy of YISS
- Develop and update charts, records and forms having to do with enrollment information and procedures
- Articulate as needed the policies and procedures outlined in the Parent-Student Handbook to those applying for admission
- Notify the parents promptly once a decision is made about acceptance or denial
- Meet new students before school on the day the student begins
- Provide a means for parental feedback on the admissions process
- Establish with the principals a procedure whereby every new student is followed-up on to assure a smooth transition to YISS
- Coordinate the student re-enrollment process with the Business Office
- Facilitate/organize new-student orientations in the Fall
- Organize an annual open-house for prospective parents of students in K-1
- Perform other duties as assigned
- Abide by and support all policies of YISS
- Coordinate with various departments for testing primarily in the Spring for new applicants
- Conduct online or in person testing/screening as needed
- Coordinate with various departments updates to forms and testing materials prior to application season
- Updated Admissions Handbook as needed
- Perform other duties as assigned

*All employees and associates are required to adhere to a Safeguarding Code of Conduct that contains expectations about their relationships with children, social media use, and the use of children's photographs and identifying information.*

### **Application Process:**

Interested candidates may apply using the website below:

<https://www.nics.org/accounts/register/>