

Morningside Academy

901 Lenora Street, Seattle WA 98121

DIRECTOR OF ADMISSIONS

DESCRIPTION:

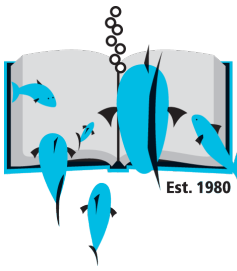
Morningside Academy is seeking a full-time Admissions Officer (40 hours/week). Morningside serves that substantial minority of students, without substantial diagnosed disabilities, who struggle in school. Some have diagnosed learning disabilities, or Attention Deficit Disorder, while most lag behind their peers for no "diagnosed" reason. We help them catch up and get ahead by providing explicit instruction and fluency building in foundation skills in reading, writing, math, thinking and study skills. In our instructional science approach, all of our curricula and teaching methods are research and evidence-based. We offer a money-back guarantee for progressing 2 years in 1 in the skill of greatest deficit. In 32 years we have returned less than one percent of tuition. Morningside also offers 4 weeks of summer school, serving a much wider community of learners than our school term students.

The successful candidate will be energetic and proactive, with an upbeat personality, and with excellent listening and writing skills. The candidate will be a good sales person who thinks outside of the box, with knowledge of competing programs. Possessing clear, articulate, and professional speaking and writing communication skills, comfortable speaking to small and large groups, and involved with our surrounding community are qualities we seek. The successful candidate will also maintain detailed and accurate records for prospective students/families, and weekly progress reports for administrators.

Specific job duties include scheduling admissions interviews with applicants and administrators, scheduling visits for students, walking families through our admissions process, providing follow up to the final enrollment decision, and educating the community about Morningside Academy through networking, presentations and marketing efforts. Additional duties are Administrative support, welcoming students at front door for school start, providing break/lunch/recess/dismissal coverage, and other duties as assigned. Admissions responsibilities are less than full-time, so interested candidates will have the opportunity to become involved in other facets of Morningside, such as classroom coaching, assessment, organization and development of Morningside Press, and consulting and teacher training with Morningside Teachers' Academy.

Preferred Qualifications:

- A Bachelor's degree in Education or related field



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- Experience with academic Admissions
- Exceptional organizational skills with ability to prioritize and perform multiple tasks concurrently.
- Excellent verbal and written communication skills
- An expressed desire to collaborate and create partnerships with students, faculty and staff
- Strategic thinking about emerging needs that may help recruit more students
- Excellent customer service

Required Qualifications:

- Ability to pass FBI/WSP criminal background checks - fingerprinting required
- First aid/CPR certification or willingness to obtain certification within 30 days of hire
- Ability to maintain confidential information

Compensation and Benefits:

This is a full-time position, salary competitive and negotiable. School hours are 8:30 AM – 4:30 PM, Monday through Friday, but specific schedule for this role is flexible to accommodate after hours updates. Some weekend and evening work will be required.

Kaiser Permanente Cooperative and Delta Dental benefits (employee-covered premiums). Orca bus pass or parking space provided.

To Apply:

Please reply to careers@morningsideacademy.org with the following attachments:

- Your current resume
- A cover letter that clearly shows how you meet the qualifications above
- Two references

It is the policy of Morningside Academy that no person shall be discriminated against on the basis of race, color, gender, marital status, sexual orientation, political ideology, age creed, religion, ancestry, national origin or the presence of any sensory, mental or physical handicap.