



SAN DOMENICO SCHOOL

San Anselmo, California

Director of High School Admissions

Full-Time, Year-Round Staff Position

www.sandomenico.org





SAN DOMENICO SCHOOL

History

Founded in 1850 - the same year that California was granted Statehood - San Domenico is noteworthy not only for its history as the state's oldest independent school, but also for how this legacy carries over into the present day.

Our 515-acre campus is located in northern California, within the beautiful county of Marin. Just north of the Golden Gate Bridge and the lively city of San Francisco, Marin County has stunning beaches, protected redwood forests, extensive hiking and bike trails, and restaurants that cater to a wide range of food interests.

SD Today

Since extending coeducation through to our high school in 2015 (grades 9-12 were all girls), the School has experienced a renewed vigor and buzz.

Inquiries have tripled in the last two years and it is an exciting time to be here.

Ranked #17 Best Private K-12 Schools in California 2017 (Niche)



THE SCHOOL

Our Philosophy

At San Domenico an exceptional education requires not just academic excellence but also meaning and purpose. We provide a character-driven Kindergarten through Grade 12 Independent School education, leading the way in redefining the metrics of achievement and graduating inspired students equipped to create a better world.

The Dominican values of study, reflection, service, and community align with the contemporary discourse on 21st-century education, yet these values have served as the foundational framework for San Domenico's mission to educate children for the last 165 years. Teachers and administrators at San Domenico aim to create not just great students, but great people. Following the guidance of the Dominican sisters' commitment to lifelong study, the School provides academic instruction that places emphasis on more than grades and tests scores, instilling a sense of inquiry, a love of learning, and an inspired sense of purpose.

At SD we encourage students to follow the passions that naturally interest them and to reflect upon their work in the context of the wider world. Through this process, students discover a sense of purpose tied into what they truly want to accomplish in their lives, both professionally and personally.

Integral to this process is San Domenico's culture of inclusivity, service, social justice, and a striving for design thinking. Here students don't just collect cans of food to give as charity; they come to understand the systems that lead to hunger. Students in every grade participate in acts of service—whether they be service learning projects within the school community, student-led initiatives in their neighborhoods, or international outreach. All seniors must complete the San Domenico ROSE Project, which stands for Real Opportunities in Service Education and reflects the School's deep commitment to study, reflection, community, and service.

"We love SD because of the great community, the balance of rigorous academics and strong values, the athletics opportunities, and the rich history of creating successful students and people."

— Wayne N., freshman Dad

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SD Upper School Fast Facts

The freshman and sophomore classes are coed with 46% boys and 54% girls, and by 2018 all four high school grades will have high caliber boys and girls, reflective of our mission toward inclusivity and diversity.

- Type of school: independent
- Closest coeducational boarding and day school to San Francisco
- Growth trajectory: enrollment is currently at 245 in the high school – up from 180 in 2014-15; growing to 320 for 2018-19
- 118 boarding students – up from 101 in 2015-16 – with current capacity of 121; 96 international students
- Students receiving financial aid: 34% (K-12)
- Distinctly interwoven cultural approach for day and boarding students whereby day students may spend up to 20 nights in the dorms each school year

THE OPPORTUNITY

Join the San Domenico Team as Director of High School Admissions

The Director of High School Admissions reports directly to the Head of School and serves on the Upper School Administrative Team and on the All-School Senior Administrative Council. Very importantly, this person will be a member of a cross-departmental leadership team that includes the Director of K-8 Admissions, the Director of Marketing and Communications, and the Director of Advancement. Strong interpersonal, organizational, and collaborative decision-making skills are essential for success in this position. The Director serves on the Finance committee and the Marketing committee of the Board of Directors and other committees of the Board in consultation with the Head of School.

Main Responsibilities of the Director of High School Admissions

- Oversees all aspects of the high school admissions process, from generating domestic and international inquiries to enrolling qualified day and boarding students
- Continues the implementation of coeducation in the Upper School; increase enrollment to 320+ students, and expand our international and domestic geographic diversity
- Serves as the primary outreach ambassador to all prospective families – local, regional, national, and international – regarding the distinctive mission, vision and values of San Domenico School
- Manages efforts to support student retention and re-enrollment of current high school students for the succeeding year with a continued focus on retaining current San Domenico grade 8 students for our high school
- Oversees the setting of long-term and short-term enrollment goals that utilizes a data-driven approach to enrollment management
- Closely collaborates with the Marketing and Communications team and the Assistant Director of High School Admissions/Communications Coordinator to create a thoughtfully researched marketing strategy
- Closely collaborates with the Director of K-8 Admissions to oversee all admissions, financial aid, and long-term enrollment planning, and to assure that enrollment management efforts are aligned across all school levels
- Management responsibility of the High School Admissions team that includes the Assistant Director/Communications Coordinator, the Assistant Director/International Student Recruitment Coordinator, and the K-12 Enrollment Systems Manager

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- Works in partnership with the school's CFO/Director of Financial Aid and the Financial Aid Committee to assure the appropriate allocation of the school's financial aid resources
- Builds relationships with San Domenico faculty, staff, current parents, former parents, and alumni for recruitment, enrollment, and retention efforts
- Works closely with the Director of Strategic Initiatives to successfully implement the goals of the School's strategic plan, SD2021, particularly those issues relating to enrollment

Preferred Qualifications

- Bachelor's degree required, Master's degree in a relevant field preferred
- Energetic personality with a positive attitude and a deep commitment to students of all backgrounds
- Demonstrated ability at teamwork and the willingness, flexibility and skills to successfully take on multiple and varying assignments in a fast-paced environment
- Demonstrated ability to work collaboratively with a range of constituents
- Knowledge of and experience in international admissions including international travel, recruitment, and developing relationships with various international constituencies such as students, parents, consultants, and agents
- Experience in day and boarding school admissions
- An understanding of the western United States boarding school market and familiarity with San Francisco Bay Area feeder schools is a plus
- An adept strategic thinker with proven success in creating and implementing a strategic admissions plan
- Solid project management skills and proven ability to oversee several projects concurrently and meet deadlines effectively
- Excellent at public speaking, written communication and possessing strong cross-cultural interpersonal skills; the ability to present the School in a positive way to diverse populations
- Skilled in the use of admissions related software applications such as Filemaker, Excel, and School and Student Services By NAIS (SSS)
- A sense of humor, passion for all aspects of independent school life, and a deep understanding of - and appreciation for - adolescent intellectual, social, and emotional development
- Ability to warmly and enthusiastically engage with prospective parents and students in a very "high touch" approach to building relationships with best-fit families
- A commitment to the Mission, goals, and values of San Domenico School

Compensation

Salary commensurate with experience, plus an excellent benefits package including daily lunch, medical/dental/vision/403b retirement plan.

How to apply

Please send your cover letter and resume describing how your experience and skills will contribute to the position, along with your resume and salary requirements via email to hr@sandomenico.org or mail to:

Director of Human Resources
 San Domenico School
 1500 Butterfield Road, San Anselmo, CA 94960

San Domenico School is Equal Opportunity Employer and values diversity. Learn more about our commitment to diversity and inclusivity at www.sandomenico.org/inclusivity.

All qualified applicants will receive consideration for employment without regard to race, color, national origin, ancestry, sex, sexual orientation, gender, gender identity or expression, genetic information, age, disability, medical condition, religion, veteran status, marital-status or any other classification protected by applicable local, state or federal laws.

No phone calls please.

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