

School/Admissions Administrator

Who We Are

Located in Brighton, MA, [Shaloh House](#) is a vibrant center of Russian-Jewish life. Shaloh House is home to the Barbara Guzovsky Preschool (Toddler-Kindergarten) and Shaloh House Jewish Day School (1st-6th grade), and draws from the local neighborhood and from metro Boston. Our preschool and elementary programs offer a unique educational experience: we combine a love for Judaism and Torah study with outstanding secular academics, focusing in particular on mathematics and the sciences. Our teachers are subject-specific experts; beginning in first grade, Shaloh House students are taught by different, highly-trained educators in math, science, English, Hebrew, and Judaics. Shaloh House is made up of a diverse community of learners: many of our children are first-generation Americans, with a majority of our children bi- and tri-lingual. We are an inclusive Jewish community that focuses on Jewish unity and respect for each family's Jewish identity; our Judaic Studies curriculum is taught from an Orthodox perspective, and our students and their families represent the full range of the Jewish community today, from non-observant to Orthodox. In the 2020-2021 school year, and continuing into the following school year our preschool is one of 17 Universal Pre-Kindergarten Sites sponsored by the City of Boston, which provides free early education to pre-kindergarten students. We are the only Jewish school in Boston's UPK Program, and one of only a few Jewish-affiliated UPK programs in the United States. Our elementary school graduates go on to local public schools, private and religious schools, as well as Boston's exam schools. We are proud of our 100% placement rate at Boston Latin School, ranked the top public high school in Massachusetts by US News and World Report.

Shaloh House is searching for a skilled educational administrator with a background in admissions and marketing to take us to the next level in student recruitment and community engagement.

What You'll Do

The Assistant Head of School will be responsible for two key areas: admissions and retention and programs/operations. The Assistant Head will be a key face of the Shaloh House community, providing leadership, strategic direction, and implementation of best practices in recruitment, admissions, and retention, with a goal of increasing enrollment in our student body. You will partner with the Head of School to ensure that our educational and operational programs, policies, and practices are interconnected and aligned with our mission, philosophy, and core values. You will partner with our Head of School, Elementary School Principal, and Preschool Director to develop programs that serve the students, parents, and school faculty and staff, continuing to develop a joyful, unique, and challenging educational environment.

- Focus on building collaborative and productive relationships within the Shaloh House community (administration, faculty, parents & students, other stakeholders)
- Offer support, make decisions, and implement policy changes to create efficiencies across the school

- Create communication plans to welcome new students to the school, and in conjunction with faculty to highlight individual class expectations, progress, curricula, etc.
- Build relationships with students and parents through frequent engagement, becoming the “go-to” individual for questions, opportunities, and challenges
- Support school and community building efforts by representing Shaloh House at professional conferences and meetings, including development meetings.
- Build out and run a full admissions/recruitment program, including but not limited to: creating and maintaining an annual calendar of events; establishing and nurturing feeder programs in surrounding neighborhoods and cities; developing marketing/promotional materials, including web content; organizing admissions events; handling school tours and follow-ups; engaging with the community; managing the admissions budget
- Work with our administrative staff to secure necessary student credentials, make arrangements for admissions testing, etc.
- Orient new families and students to Shaloh House, and support their transition to the school
- Manage re-enrollment, including: managing the re-enrollment forms and process, creating and promote events for current parents, providing input to the management team on developing and executing activities to increase retention

Who You Are

- You are passionate about excellence in learning, and understand and respect even the youngest child’s ability to learn from and engage with the world around him.
- You’re a community builder, able to create strong relationships with our stakeholders, parents, prospective families, and others relevant to our success.
- You see the forest **and** the trees: you understand the big picture, (recruitment/admissions/retention), know how day-to-day elements of the student and parent experience (parent-teacher communication, school operations) affect it, and are able to take both into account through strategic planning and implementation.
- You’re entrepreneurial, eager to try new things, develop new models, and willing to take appropriate risks.
- You’re a strategic thinker and implementer. You like both developing ideas and doing the work to execute those ideas.
- You’re energized by challenges, new opportunities, and the chance to expand upon existing infrastructures.
- You know the value of authentic storytelling, and are skilled in telling a story through key marketing and sales practices and platforms.
- You have experience in sales/marketing/communications.
- You’ve worked in a school environment and understand what goes into creating smooth processes for effective communication.
- You’re familiar with small independent schools and appreciate the intimate environment they offer students for learning and growth.

Salary Range and Benefits

The salary range for this position is \$60,000-70,000 per year, commensurate with experience. Shaloh House also offers vacation time, a 401K, medical insurance, and time off for Jewish holidays.

How to Apply

Interested candidates should send a cover letter and resume to **jobs@shaloh.org**.