

## Director of Admissions / Marketing

- *Company:* Professional organization with a powerful social mission: to become the national leader in private schools for students with autism and unique learning needs.
  - Founding team includes highly successful and award-winning national leaders in education, social entrepreneurship and business ([www.capitalschools.org](http://www.capitalschools.org))
- *Position:* Director of Admissions & Marketing will join the founding leadership team at a new school based on our successful Auburn model ([www.theauburnschool.org](http://www.theauburnschool.org))
  - Experienced, private school admissions professional (special education focus)
  - Full-time positions as of July 2010
  - Also hiring full- or part-time staff now
  - Significant opportunities for growth, advancement and leadership

### **Responsibilities**

The Director of Admissions will develop, implement and manage all aspects of our student admissions process. The individual will also assume a key role on our senior leadership team. Responsibilities will include:

- Developing and managing the admissions process
  - *Communicating* with candidates and their parents
  - *Conducting tours* for parents and professionals of Auburn
  - Receiving and *reviewing applications*, including neuropsychological testing
  - *Organizing and administering financial aid*
- Managing all student recruitment and marketing functions
  - Developing *marketing materials, mailings and publications*
  - Developing and placing *traditional and internet advertising*
  - Managing *professional and community relationships*
  - *Representing the school* at conferences, fairs, and other gatherings
- Supporting school administration in other areas
  - Supporting educational and operational activities, through activities such as substitute teaching, business procurement support, etc.

### **Desired Qualifications**

- Passionate about mission of serving bright students with autism spectrum disorder
- Excellent written and verbal communication, and interpersonal skills
- Successful experience in private school admissions and student recruitment
- Expertise with neuropsychological and educational assessments for students with ASD
- Enjoy working in a start-up organization and K-12 school setting
- Highly organized and detail oriented
- Bachelors (required) or advanced degree with strong academic track record

### **Compensation and Benefits**

- Competitive compensation, commensurate with experience
- Full benefits, including health, dental, retirement, and life insurance

### **The Company**

Capital Schools, Inc. was formed in 2009 with a mission to become the nation's leading manager of private schools for children with autism and other specialized learning needs. As an organization, we are committed to the highest standards of program excellence and we seek to create national model programs. Programs established by our founder have received national recognition, honors and awards from a wide range of groups including *TIME* magazine, the U.S. Department of Education, The Washington Post, and others. Our first school, The Auburn School, opened in September 2009 and has quickly established a high quality reputation in the Washington D.C. area. We will be replicating The Auburn School model around the region and nationally. [www.theauburnschool.org](http://www.theauburnschool.org)

### **Contact**

Please e-mail resume and cover letter to [jobs@capitalschools.org](mailto:jobs@capitalschools.org).