



Director of Admissions

About Shefa:

The Shefa School is a Jewish community day school in Manhattan serving students in grades 1-8 who benefit from a specialized educational environment in order to develop their strengths while addressing their learning challenges. We specifically serve students with language-based learning disabilities who have not yet reached their potential levels of success in traditional classroom settings. Shefa is a pluralistic community school, serving families across the range of Jewish involvement and observance. At Shefa, we believe that differences are a source of strength and that we are all enriched by the diversity of perspectives.

About the Position:

The Shefa School is seeking a full-time Director of Admissions to manage all aspects of the school's admissions process from inquiry to integration into the school.

Key Responsibilities:

- **Oversee Shefa's Admissions Department**
 - Represent Shefa by communicating the school's vision, mission and values to the community at large
 - Establish and maintain strong relationships with outside institutions, groups, professionals (ISAAGNY, NAIS, NYSAIS, ongoing Jewish Day Schools and Yeshivas, lawyers, psychologists)
 - Read and review admissions applications and interpret neuropsychiatric evaluations
 - Conduct parent interviews and student admissions screenings
 - Lead admissions committee meetings and supervise Assistant Head of Admissions
 - Organize and oversee monthly admissions information sessions for prospective applicant families
 - Facilitate twice yearly admissions information sessions for professionals

- **Oversee Enrollment Management**
 - Collaborate with the senior leadership to develop a broad outreach program and lead inclusive outreach efforts to draw diverse, under-represented students/families to Shefa
 - Manage and maintain admissions statistics

- Work closely with the Assistant Head of Admissions and Head of Technology to manage and maintain electronic file systems for applicants, families and enrolled students
- Partner with the Director of Outplacement when interviewing applicants and making enrollment decisions about students applying to Shefa for the 7th grade.
- **Additional Responsibilities**
 - Collaborate with Head and Assistant Head of Middle School to manage student guided tours
 - Aid in school's communication efforts and develop marketing initiatives
 - Work with Parents Association to manage Shefa's buddy program
 - Create materials to present to the Board of Directors

Qualifications:

- Minimum of 5 years of experience working in a school environment with preference given to candidates who have experience working in school admissions
- Knowledge of special education in grades 1-8 strongly preferred
- Experience with database management (Veracross a plus) and marketing
- Exceptional oral and written communication skills with a demonstrated ability to establish and maintain effective working relationships with a wide range of individuals/groups

We believe in investing in our employees' development and aim to provide a supportive work environment characterized by thoughtful and generous feedback and opportunities for growth and advancement.

The Shefa School is committed to the values of diversity, equity, and inclusion and ensuring a warm, welcoming, and nurturing environment for all. We are an equal opportunity employer and do not discriminate on the basis of race, religion, color, national origin, gender, sexual orientation, age, marital status, veteran status, or disability status. We especially encourage candidates from historically underrepresented communities to apply.

***Salary Range:* \$100,000 - \$150,000 commensurate with experience**

Please send a cover letter and resume to: jobs@shefaschool.org