



Director of Admission

Yavneh Day School:

Yavneh Day School is located in the heart of Silicon Valley and is part of the shared Levy Family Campus in beautiful Los Gatos, California. This vibrant location is a hub for Jewish cultural, recreational, philanthropic and educational activities and creates an engaging backdrop for our students and faculty. Yavneh offers a progressive K-8 education with a collaborative approach to learning. We offer the highest level of academics, STEAM, music, integrated Jewish studies and Hebrew immersion curriculum within a warm, welcoming and inclusive community. We are a U.S. Department of Education Exemplary High Performing National Blue Ribbon School and have been recognized for our dual language immersion program. Our students' accomplishments have been recognized in international Israeli writing competitions, as well as by the White House, the San Francisco Museum of Art, and a chapter in the book *What Schools Teach Us About Religious Life* by Daniel Heischman. A Yavneh education is about fostering curiosity, encouraging risk taking, and ingraining a love of learning. At Yavneh, our students are inspired to achieve their full academic and personal potential while also engaging meaningfully in the world around them.

Job Summary:

Yavneh is poised for growth! We are currently recruiting for a passionate, collaborative, energetic and experienced Director of Admission who will serve as a key member of the leadership team. The Director of Admissions oversees all aspects of admissions and recruitment - directing the admissions process from inquiry through enrollment. The Director will lead a collaborative effort to develop and implement both short term and long-term recruitment strategies to ensure Yavneh Day School meets enrollment objectives. The Director will develop and lead inclusive outreach efforts to draw diverse families to the school and ensure that Yavneh continues to enroll promising students who both thrive as part of the school community and in turn contribute to the community as a whole.

Responsibilities:

- Represent Yavneh and serve as the face of the school to the school and broader community and with prospective families while communicating the mission.
- Engage and inform prospective parents and students about Yavneh and the benefits of a Yavneh education on an individual, small, and large group basis.
- Inspire the community to actively participate in admissions events including; individual and group tours, student shadow visits, curricular information sessions, student

observations/testing/interview, parent to parent connections, and individual family conversations.

- Establish and maintain positive relationships with area educational constituencies including area schools, preschools, consultants, admissions directors and organizations and create networking opportunities.
- Lead and develop a communications plan with prospective families to move them from inquiry to enrollment.
- Coordinate systematic and efficient handling of applications and communications with parents of student applicants so that the process supports and honors the student and their family.
- Lead retention efforts with the administrative team. Participate in policy decisions, messaging/communications, award review meetings, and efforts with community partners.

Qualifications:

- Display a deep rooted passion and purpose for community and a drive to connect people with causes and opportunities that make a difference.
- Must bring a high level of integrity, initiative, compassion and enthusiasm for the work that Yavneh is doing and be able to translate that into innovative and thoughtful development programs.
- Demonstrate a high level of integrity, warmth, confidence, a positive outlook, and a strong work ethic.
- Data driven decision maker and a creative leader in admission, recruitment and retention.
- Team player who has a warm collaborative nature, positive energy, possess superior organization and prioritization skills and is self-motivated in the completion of his/her work.
- Willingness and passion to create high level plans while also taking a hands on approach to cultivating connections within the community.
- Demonstrated ability to launch big picture goals while also maintaining a detailed orientation.
- Excellent organizational and communication skills, both oral and written, and ability to listen thoughtfully and cultivate deep, meaningful relationships.

Yavneh Jewish Day School is an Equal Opportunity Employer. The school does not discriminate on the basis of age, race, color, gender, sexual orientation, gender identity, disability, religion, veteran status, national, or ethnic origin, or any other basis prohibited by law. The school is committed to forming an inclusive, welcoming community, where all feel accepted and are treated with respect.

Compensation and benefit summary: Salary will be based on qualification and experience. Excellent benefits offered including medical, dental, vision and life insurance.

Contact Information. Please provide a cover letter and resume, along with a list of three references to: joinourteam@yavnehdayschool.org.