



Director of Admissions

The Contra Costa Jewish Day School is a K-8 independent school with approximately 190 students, accredited by the California Association of Independent Schools and the Western Association of Schools and Colleges. We welcome students of all backgrounds, from throughout the East Bay. We are committed to providing them with extraordinary teachers, individualized learning, and a vibrant, supportive environment where they develop into critical thinkers and effective communicators. Our academic and social-emotional curricula integrate the core Jewish values of kindness, service, justice and respect for others, preparing our students to make the world a better place.

Position Summary

The Director of Admissions is responsible for enrolling and retaining mission-appropriate students in Kindergarten-8th grade. The Director of Admissions reports directly to the Director of Advancement and works closely with the school's senior administrative team. This is envisioned as a full-time, exempt, 12-month position. Some evening and weekend work is required. We will consider qualified candidates who prefer a part-time position.

Major Responsibilities

Admissions - Manage the admission process from early identification of prospective applicants to final decisions about acceptances. This includes reaching out proactively to prospective families; promptly responding to inquiries; planning and hosting tours and open houses; coordinating parent interviews and student assessments; assuring that admission files are complete; training and managing admissions volunteers; and coordinating the decision making process. Plan and coordinate onboarding of new students/families, including buddy assignments, welcome events, communications, and coordination with front office staff.

Marketing - Work collaboratively with the Director of Advancement to create marketing plans and to develop admission materials (including online materials) that are compelling and consistent with the mission and values of the school. Build relationships with community partners such as preschools and organizations serving potential families.

Enrollment Management - Monitor attrition and retention throughout the year, working with the administration and faculty to organize specific retention efforts at key grade levels. Assist the Business Manager in the yearly re-enrollment process.

The ideal candidate will demonstrate:

- A strong commitment to the mission of CCJDS, including our whole-child educational philosophy and our commitment to building an inclusive, diverse Jewish community.
- Effective time management, strong organizational ability, and excellent follow-through.
- Excellent written and oral communication skills.
- A friendly and professional personality, good listening skills, and the ability to connect with a diverse group of parents.
- The ability to be welcoming and inclusive of all, and to treat all current and prospective community members with respect.
- The ability to treat all information relating to prospective and current families with the utmost of confidence.
- A commitment to developing professionally and supporting the development of others.

The successful candidate will ideally have:

- A bachelor's degree or higher.
- Five years of professional experience in admissions or a relevant customer service role in education, hospitality, or another high-value service. Classroom teaching experience may be considered as fulfilling some of this requirement.
- Knowledge of or willingness to learn about our diverse Jewish community and the Jewish traditions and values that are a part of the CCJDS experience.

Compensation

Salary will be based on qualifications and experience. Excellent benefits offered including medical and dental insurance, and a retirement plan. Vacation days for a full-time employee include two weeks for winter break, one week for spring break, and two weeks for summer break.

The Contra Costa Jewish Day School welcomes qualified applicants with a variety of talents, interests, backgrounds and perspectives. CCJDS does not discriminate based on race, color, national or ethnic origin, sex, religion, sexual orientation, gender identity or physical disability in the admission of students or the employment of staff, nor does it tolerate sexual harassment.

To apply, send cover letter and résumé to:

Director of Institutional Advancement Eden Bruner (eden@ccjds.org)