



Position: Director of Recruitment

Essential Functions: Reporting to the President and collaborating closely with the Principal, this position oversees the admissions process from the point of inquiry to enrollment, supervise staff and volunteers, manages the admissions office, and supervises the Admissions Assistant. The ability to communicate effectively in both Spanish and English is essential for this position.

Leadership

- Designs and implements a comprehensive strategic plan for recruitment of new students
- Designs, establishes, and maintains an organizational structure to achieve the school's goals and objectives as outlined in the San Miguel five-year strategic plan
- Evaluates continually and redesigns where appropriate all aspects of the admissions program with the goal of maintaining a capacity enrollment of qualified students and a wait-list of qualified applicants
- Represents the school at conferences related to admissions and to the local community
- Supervises Admissions Coordinator

Recruitment:

- Provides input to marketing materials, ads, mailings, web pages, and publications related to admissions and that promote the school to prospective students
- Establishes and maintains positive working relationships with Catholic feeder schools, local public and charter middle schools, churches, and other organizations that can be helpful in attracting qualified students
- Presents the school to parents and students during visits to middle schools, churches, and organizations, or through media placements
- Initiates and oversees recruitment activities, such as Open Houses and Shadow Days, intended to interest parents and potential supporters in enrolling students to the school, frequently in the evening and on weekends.

Admissions Process:

- Develops, continuously evaluates, and revises the student application and relevant processes
- With coordinator, organizes student interviews and testing days, including training faculty and staff who will assist with conducting admissions interviews
- Chairs meetings of the Admissions Committee
- Organizes and administers third-party income verification software and the program for financial aid
- Communicates with students and parents throughout the admissions process
- Communicate final admissions decisions to all applicants

Enrollment and Re-enrollment:

- Ensures enrollment packets are prepared and distributed
- Organizes student registration meetings
- Coordinates communication with families, prior to starting school
- Manages the re-enrollment of current students for the succeeding year with constant monitoring of attrition and retention

Required:

- Understand and support the philosophies of the Catholic Church
- Commitment to De La Salle Christian Brothers educational philosophy and values
- Commitment to the mission of the school as defined by the Mission Effectiveness Standards of the Cristo Rey Network
- Commitment to the mission of the school derived from personal faith and love for the underserved
- Work closely with students, families, staff, teachers and the leadership team to support the mission of the school and ensure student success
- Build and maintain positive relationships with students, teachers, staff and families

About San Miguel High School:

San Miguel High School is a Catholic, Lasallian learning community empowering youth from underserved families. San Miguel nurtures a Christian spirit and integrates rigorous academics with practical workplace experience, thereby transforming students to be prepared for college and career. San Miguel high school is sponsored by the Brothers of the Christian Schools (www.delasalle.org). The school opened in August 2004. San Miguel currently has approximately 350 students and expects to be at 375 in the 2019 – 2020 school year. (www.sanmiguelcristorey.org)

All students are required to complete a college preparatory curriculum and participate in the internship program whereby they spend five days per month engaged in a professional work assignment. San Miguel High School is part of the Cristo Rey Network (www.cristoreynetwork.org), 35 high schools in the United States that subscribe to similar demographic, academic, and internship program guidelines.

The Corporate Work Study Program (CWSP) is a unique feature of the Cristo Rey model. The school includes a subsidiary employment agency, which trains the students for entry-level employment and markets their services to local clients. Typically, four students share one full-time position from the beginning of August through May. The fees for the students' services go directly to the school to pay a significant portion of the cost of education.

To Apply:

Please email a cover letter, resume, and two letters of reference with current contact information to masond@sanmiguelhigh.org.