



SOUTHERN TEACHERS AGENCY

... when only the best will do!

**Director of Enrollment
Grace-St. Luke's Episcopal School
Memphis, Tennessee**

www.gslschool.org

Southern Teachers Agency is assisting Grace-St. Luke's Episcopal School in the search for their next Director of Enrollment. Since opening its doors in 1947, Grace-St. Luke's has been committed to meeting the needs of boys and girls by offering a superior college preparatory education. Located in beautiful Central Gardens, the heart of Midtown Memphis, Grace-St. Luke's is a coeducational parish day school enrolling more than 500 students in grades pre-kindergarten through eight. The school's mission is to prepare students to become creative problem solvers, lifelong learners, and responsible citizens of their communities; the school is proud of its Anglican roots and its modern diversity.

The Director of Enrollment serves Grace-St. Luke's Episcopal School by providing leadership for the development and implementation of a results-driven enrollment management plan to exceed the admissions and retention goals of the school. The Director of Enrollment will work closely with the Head of School and the administrative team on the development and implementation of this plan. The Director will develop and manage budgets for admissions and retention. The Director will develop, implement, and manage the new family/student recruitment plan to reach or exceed all recruitment goals. The Director will strive to motivate all members of the school community to participate in the recruitment process, while also building relationships with feeder schools, churches, and other organizations. By becoming the champion for school retention, the Director will develop, implement, and manage the retention strategy and process.

Representing the school at relevant city, state, and national conferences, workshops, and associations, the Director of Enrollment will keep the school on trend with other leading private schools. The Director will facilitate the placement of graduating students into high schools by coordinating visits, overseeing the faculty in writing letters of recommendation, coordinating the schedule for standardized test, and educating students and parents of regional and local placement options. The Director of Enrollment will serve as a dynamic member of Grace-St. Luke's who works tirelessly to encourage and maintain the growth of the school and its reputation.

Interested applicants should submit by email an STA application, current resume, list of references, and educational philosophy to

Mr. Jamie Estes
Estes@SouthernTeachers.com

This position begins in July 2012.