

## Position Announcement

### Director of Admissions, K-12

The Dalton School

New York, New York

dalton.org

Start Date: July 2024



THE DALTON SCHOOL

### Overview

The Dalton School, a progressive K-12 gender-inclusive school in Manhattan's Upper East Side, is consistently recognized as one of the preeminent independent day schools in the nation. Known for its child-centered approach and exceptional, inspiring faculty, Dalton enrolls over 1,300 students with approximately 350 faculty and staff. Guided by the Dalton Plan, the foundation of a Dalton education, the faculty meets each student's evolving needs, interests, and abilities, and fosters diversity as an integral part of school life. Dalton challenges each student to develop intellectual independence, creativity, curiosity, and a sense of responsibility toward others both within the School and in the broader community.

The High School is an academically rigorous educational environment that offers a vibrant, dynamic, and caring atmosphere in which to learn. Students seize opportunities to shape their educational experience and take responsibility by further developing skills of decision-making, self-evaluation, and high-level achievement to create a meaningful and relevant future. Outstanding academic offerings taught by passionate and dedicated faculty are complemented by exemplary performing and fine arts curricula and a full range of athletic teams and extracurricular activities. The successful Dalton graduate values respect, integrity, compassion, and justice, understanding these as vital to the school's mission of fostering community responsibility, combating prejudice, and participating in a democratic society and global community.



### Mission

The Dalton School is committed to providing an education of excellence that meets each student's interests, abilities and needs within a common curricular framework and reflects and promotes an understanding of, and appreciation for, diversity in our community as an integral part of school life. Dalton challenges each student to develop intellectual independence, creativity and curiosity and a sense of responsibility toward others both within the School and in the community at large. Guided by the Dalton Plan, the School prepares students to "Go Forth Unafraid®."

### At a Glance

Established: 1919

Enrollment: 1,300

Students of color: 49%

Faculty of color: 21%

Faculty with advanced degrees: 84%

Student/teacher ratio: 12:1

Financial aid awarded: \$14.2 million

Students receiving aid: 23%

### Learn More

Click on the links below to learn more about The Dalton School.

[School Website](#)

[The Dalton Plan](#)

[Strategic Plan](#)

[Diversity, Equity, and Inclusion](#)

[School Profile](#)

## Position Description

The Dalton Director of Admissions, K-12, (DA) reports to the Head of School and is a member of the Administrative Team. The DA plays a vital role in the Dalton community. As one of the school's most visible spokespersons, the DA represents Dalton to all constituents. The DA is responsible for all aspects of the Dalton admissions process at all three divisional levels. The DA must recognize the fact that every aspect of Admissions involves public relations and must be able to clearly "educate" prospective families about Dalton, clearly describing what differentiates the school from its peer institutions. As an integral leader for the school community, the DA participates fully in the daily community life of the school.

### Key Responsibilities

DA is responsible for all aspects of the admissions process at Dalton and supervises 17 administrative and office staff at the two admissions offices (Lower and Upper Schools). The Director of Admissions for MS and HS reports to the DA.

- Create and implement all aspects of Dalton's admissions process model in order to meet the challenge of touring, interviewing, and conducting parent meetings.
- Work closely with Dalton's Enrollment Management and Financial Aid Director to set appropriate annual enrollment numbers for the coming year, K-12, and determine financial aid decisions for new students. Inform the senior leadership team about demographics and admission and enrollment trends.
- Continue commitment to creating a deeply diverse student body in terms of outreach, new events, etc.
- Maintain and update the internal assessment tools for applicants; remain current with and incorporate most current research into materials; analyze results of internal assessment tool on an annual basis.
- Develop and maintain relationships with Early Childhood Directors.
- Create and conduct programs for annual Admissions events (digital and in-person) and conduct training meetings for tour guides and interviewers.

### Location

Dalton is located in four buildings within the Upper East Side of Manhattan. Big Dalton is on 89th Street, Little Dalton on 91st Street, and the Phys. Ed and Athletics Center on 87th Street. The Upper East Side is known as the quiet, established, uptown neighborhood of the City, bordering Central Park and widely known for its rich history, national landmarks, Museum Mile with world-class museums and other iconic cultural institutions, including the Metropolitan Museum of Art and Solomon R. Guggenheim. The area is also world-renowned for its shopping destinations.

### About the Head of School

José M. De Jesús joined The Dalton School as its head in 2021, after serving as Head of School for Lake Forest Academy near Chicago for two years. A history teacher for much of his career, José worked at a variety of impressive independent schools, including The Packer Collegiate School and Spence in New York City. He was born in Puerto Rico, came to New York City as a young child, and was a Prep for Prep scholar at Horace Mann.

At the start of his Dalton headship, José said, "I have admired Dalton for its devotion to seeing, and then bringing out, the very best of every student. I look forward to connecting with the Dalton community as we work to ensure that Dalton continues to be one of the greatest places on earth to learn."



- Create, write, and periodically update admissions pages on the website as well as additional materials used for admissions purposes.
- Manage the complete admission process for all grades, including reading all files for the Admissions Committee's review, interviewing parents and students, conducting decision meetings, writing Accept Letters, and supervising all notification communication.
- Present at a variety of conferences and school fairs in the city.
- Attend Board meetings when appropriate and annually present results of the admissions season.
- Stay current with research regarding the educational pedagogy of young children and incorporate it into trainings and materials.
- Assure consistency of the admissions process across all Admissions departments.
- Conduct weekly staff meetings.

### Qualifications

- Bachelor's degree, master's degree preferred.
- Five years of admission and financial aid experience.
- Strong commitment to grades K-12, independent day school education.
- Superior communication skills both written and spoken.
- Superior interpersonal, organizational, and managerial skills.
- High energy, flexibility, warmth, and sense of humor.



**Notice to Applicant: COVID-19 Vaccination Policy:** *We appreciate your interest in employment at The Dalton School. We would like to note that the School has a mandatory COVID-19 vaccination policy, which requires all faculty and staff to be fully vaccinated and provide proof of vaccination.*

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## To Apply

The Dalton School has retained The Baker Group/Carney Sandoe & Associates to assist in the recruitment of the Director of Admissions. Interested and qualified candidates are invited to contact the consultants in confidence. Candidates will ultimately need to submit the following materials as separate PDF documents.

- A cover letter expressing their interest in this particular position;
- A current and thorough résumé of no more than four pages;
- A writing sample, such as a parent/guardian communication, newsletter, open house speech, blog, or article;
- Contact information for three professional references with name, relationship, phone number, and email address of each (references will not be contacted without the candidate's permission) to:

Send these materials to:

**Christine H. Baker**  
President, The Baker Group,  
Practice leader Carney, Sandoe  
and Associates  
[cbaker@thebakergroup.com](mailto:cbaker@thebakergroup.com)

**Allison Stiles**  
Consultant,  
Carney, Sandoe & Associates  
[allison.stiles@carneysandoe.com](mailto:allison.stiles@carneysandoe.com)

**Cathy Shelburne**  
Consultant and Executive Coach,  
Carney, Sandoe & Associates  
[cathy.shelburne@carneysandoe.com](mailto:cathy.shelburne@carneysandoe.com)

*The full-time equivalent salary range for this position is \$200,000 - \$250,000. The starting salary is based upon, but not limited to, several factors that include years of experience, education level, and expertise.*