

DIRECTOR OF ADMISSIONS SEARCH

THE GATEWAY SCHOOL

New York, New York

gatewayschool.org

Start Date: July 2024



THE **Gateway** SCHOOL



**Carney
Sandoe**
& ASSOCIATES

CARNEYSANDOE.COM

Mission Statement

The Gateway School is a K-8, independent day school that transforms the lives of bright students with language-based learning disabilities and attention deficits. At Gateway, our students become skilled, strategic learners and confident self-advocates. Relying on direct, multisensory instruction and guided by an integrated curriculum, expert faculty teach students the language, literacy, and critical thinking skills that are the foundations for success in mainstream educational settings and beyond. Gateway believes a close relationship between the school and parents provides essential support as students grow and seek to realize their potential. In small classes and as members of a diverse and inclusive community, Gateway students experience academic and social success, recognize their strengths, and are empowered to become independent learners.

At a Glance



Established
1965



Enrollment
155



Financial aid awarded
\$990,000



Campus size
38,000 square
foot facility



Students of color
36%



Total Faculty and Staff
74



Faculty with advanced degrees
80%



Student-faculty ratio
1:6 in LS and
1:10-12 in MS

Lower School enrollment: 68
Middle School enrollment: 87
Faculty and Staff of color: 30%

Students receiving aid: 22%
Endowment: \$725,723
Annual operating budget: \$13,000,000



Overview

Gateway is an independent school that develops bright children who learn differently into skilled, strategic learners and confident self-advocates. Located on Manhattan's Upper West Side, Gateway accepts students ages 5 to 13. Relying on direct, multisensory instruction and guided by an integrated curriculum, expert faculty teach students the language, literacy, and critical thinking skills that are the foundations for success in mainstream educational settings and beyond.

Gateway believes a close relationship between the school and parents provides essential support as students grow and seek to realize their potential. In small classes and as members of a diverse and inclusive community, Gateway students experience academic and social success, recognize their strengths, and are empowered to become independent learners.

Gateway seeks a dynamic Director of Admissions starting July 1, 2024. This is an exciting opportunity to join a leadership team of passionate educators who have an unwavering commitment to student success. Reporting to the Head of School, the Director of Admissions is responsible for leading the strategic and operational components of enrollment management for the School. The successful candidate will be highly strategic, have a deep understanding of working with students who have language-based learning differences, and be inspired and guided by Gateway's mission.



Opportunities and Challenges

- Refine the systems and practices of the Admission Office, center data in institutional decision making, and transition the operation to an enrollment management model.
- Collaborate with other members of Gateway's leadership team to create a succinct, unified articulation of Gateway's differentiators and bring the full community along so that they may utilize that messaging as ambassadors of the school.
- Identify and implement strategies to enhance and deepen the school's network among those who work with mission-aligned students.
- Expand the school's diversity so the school community more fully reflects the city it serves.
- Partner with others at the school to expand and promote the school's education program for current and prospective parents.
- Mentor and grow a talented and committed team.
- Harness technology in support of the office's work.
- Serve as a thought partner for the Head of School and other members of the school's leadership team.



Qualifications and Personal Attributes

The Director will need to be a skilled communicator, connector, collaborator, motivator, and mentor, able to work across the Lower School and Middle School divisions. In addition, the school is most interested in candidates who possess many, if not all of the following:

- Significant leadership experience in K-8 or K-12 admission and enrollment work with a deep understanding of best practices, innovative and engaging programs, and data analytics;
- Experience working with students with language-based learning differences and their parents, including, ideally, an expertise in reading and evaluating neuro-psych evaluations;
- An authentic, warm, approachable, and professional presence that welcomes conversation and connection;
- A strategic mindset to develop and implement tactical marketing ideas;
- Exceptional and persuasive communication skills, including the ability to target written and verbal communications – in both content and tone - to each segment of the school's internal and external constituencies;
- Demonstrated commitment to diversity, equity, inclusion, and belonging work, including growing their ability to work across difference with skill and earned confidence;
- An orientation toward working within mission-centered organizations;
- A strongly collaborative spirit; and,
- Love of schools, school communities, a sense of joy and humor.

Learn More

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

[School Website](#)

[Virtual Tour](#)

[Diversity, Equity, Inclusion, and Belonging](#)

[High School Placement](#)

[Strategic Plan](#)

[About New York, New York](#)



To Apply

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 résumé;
- A list of five professional references with name, relationship, phone number, and email address of each (references will not be contacted without the candidate's permission) to:

Lisa Parsons

Consultant

lisa.parsons@carneysandoe.com

Chris Boyle

Consultant

chris.boyle@carneysandoe.com

The full-time equivalent salary range for this position is \$160,000 - \$180,000. The starting salary is based upon, but not limited to, several factors that include years of experience, education level, and expertise.