



**Director of Admission
Helios School—Sunnyvale, CA
July 2024**

THE SCHOOL

Helios is an innovative, independent school for 160 gifted learners grades K-8 based on the San Francisco peninsula in Sunnyvale, CA (between Mountain View and Cupertino near San Jose). The school has a clear mission, strong enrollment and retention, along with supportive families and a mission-driven Board. The 2022 Strategic Plan offers a clear road map for the future and the ongoing growth and development of the school. The ideal candidate will be a creative admissions professional who will build on the good work the school has done over the last three years, using a strong understanding of the mission to maintain full enrollment. Experience with independent schools admissions is important, as is a willingness to lead communications and marketing.

Understanding the unique way that Helios works with its gifted population will also be important. The school weaves together interdisciplinary project-based learning, placement-based mathematics, social emotional learning, opportunities for students to direct their own learning, and make connections to issues in the wider world.



The program of learning is designed to educate the whole child, to instill a positive sense of authentic self, and to provide safe space for learners to express themselves and to take intellectual risks, while developing respect and empathy for others. Since gifted learners experience heightened sensory sensitivity and emotional intensity, Helios integrates social-emotional learning (SEL) throughout the school's academic curriculum and culture, sharing the SEL program with members of the Helios community to ensure deeper engagement with the program and to support the needs, voice, agency, and engagement of students.

THE POSITION

Helping prospective and returning families understand the unique needs of gifted learners, enrolling both new and returning students, and overseeing the financial assistance program are the fundamental responsibilities of the job. The position shares an assistant with the business office. The Admission Director reports to the Head of School and is part of the Administrative Team. The current Director is retiring.



**Carney
Sandoe**
& ASSOCIATES

Carney, Sandoe & Associates

The Search Group

200 High Street, Suite 610, Boston, MA 02110

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Opportunities include:

- Working with members of administrative team to:
 - Develop and focus the school's marketing
 - Continue and develop internal and external communications
 - Implement the new Student Information System, Veracross
- Continue to develop the parent ambassador program
- Strengthen the onboarding experience of new families

RESPONSIBILITIES

- Provides leadership in admissions and retention
- Works with Administration to set the annual enrollment and admission goals
- Works with the Head of School and CFO to organize and administer the financial aid program and budget
- Works with other administrators on internal and external communications and marketing
- Manages new student enrollment and assists with the re-enrollment of current students
- When appropriate, attend board meetings.
- Maintains statistical and trend data related to admission and enrollment, and presents this information to the senior leadership team, board of trustees, and faculty
- Participates as an active member of the senior administrative team.
- Directs the entire application review process, and assigns reading and committee assignments to associates in the office and faculty representatives.
- Represents the admission office and school at public events, on and off campus.
- Maintains and encourages relationships with feeder schools, counselors, and consultants and represents the school in relevant professional organizations.
- Is an integral leader for the school community and participates fully in daily community life of the school.



QUALIFICATIONS

- Bachelor's degree, master's degree preferred.
- Three years of admission and financial aid experience.
- High energy, flexibility, warmth, and sense of humor.

BEN CHANT, HEAD OF SCHOOL

Ben Chant joined the Helios School in July 2022, as Head of School. A seasoned independent school educator and administrator, Ben has served schools in many capacities throughout his career. He has taught at all grade levels and worked in a wide range of New York schools. Before moving to the Bay Area he was Head of School at Poughkeepsie Day School.



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TO APPLY

Please send resume/CV, letter of intent, list of five references with contact information (references will not be contacted until the candidate is notified), and statement of philosophy of education and leadership to Ben Bolte (bbolte@carneysandoe.com). **Please do not contact the school directly.**

Proposed salary range for this position is \$126-132K plus benefits.



Helios School does not discriminate on the basis of age, race, gender, gender identity, sexual orientation, color, national or ethnic origin, religion or faith in the administration of its educational policies, admission policies, scholarships, tuition assistance, hiring practices or any other programs administered by the school.



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