



THE JOHN THOMAS DYE SCHOOL

Los Angeles, California

DIRECTOR OF ADMISSIONS

Start Date: July 2022

jtdschool.org



Carney
Sandoe
& ASSOCIATES

The JOHN THOMAS DYE SCHOOL

MISSION

We look to each day with a commitment to inspire purposeful learning, cultivate character, and celebrate childhood.

OVERVIEW

Ranked among the nation's premier independent elementary schools, The John Thomas Dye School (JTD) is an independent, coeducational day school serving students in Kindergarten through Grade 6. Situated atop a chaparral canyon on a charming 11-acre campus in the foothills of the Santa Monica Mountains, JTD has offered generations of young people an idyllic environment for learning.

JTD offers students a traditional yet dynamic academic experience, emphasizing personal responsibility while nurturing the natural curiosity of children. The hallmark of a John Thomas Dye School education is its community's commitment to upholding its core values, known as The 5C's: Caring, Common Sense, Consideration, Cooperation, and Courtesy. The School enjoys a well-established reputation in Los Angeles for excellence in the preparation of young children for success in secondary school and beyond.

The School seeks a Director of Admissions to lead all recruitment, enrollment, and re-enrollment processes. The Director will play a vital role in the JTD community, serving as a model of the School's culture and values to prospective and current families. As one of the School's most visible ambassadors, the Director will represent JTD to all constituents, including parents, alumni, faculty, staff, and students.

FAST FACTS

Established: 1929

Total students: 337

Students of color: 42%

Total faculty: 54

Faculty with advanced degrees: 70%

Student/teacher ratio: 6:1

Financial aid awarded in 2020-21: \$1.4M

Annual Operating Budget: \$14M

Value of endowment: \$48.6M

Admissions yield: 82%



THE SCHOOL

Established in 1929 as the Brentwood Town and Country School in the home of founders John and Cathryn Dye, the School evolved in 1949 into the Bel Air Town and Country School, housed in what is today known as John Dye Hall. The School was renamed in 1959 to honor the founders' son, who was killed in action in World War II. The Dyes retired in 1963, having achieved their dream of creating a leading academic institution in a homey country setting.

The vibrant, child-centered spirit of the Dye family continues to shape the School today, nine decades later. JTD offers a values-centered education where childhood is celebrated and lessons are found through joyful, purposeful learning. Opportunities for leadership and public speaking, competitive athletics and physical education, experiential learning, and the teaching of values are integral to the program and complement the rigorous study of core subjects, the arts, and technology.

The faculty at JTD is fully invested in the School's mission. Many hold advanced degrees and faculty take advantage of generous professional development resources, including tuition reimbursement for continuing education, travel grants, and graduate school loan relief. JTD offers excellent benefits, and employees are entitled to 50% tuition remission for children enrolled in the School.



John Thomas Dye is committed to building an inclusive community that understands and values diversity. It actively seeks to attract and retain students, faculty, and staff from a wide range of backgrounds and continuously strives for growth through professional development and ongoing curriculum review. The School strives to create a nurturing environment in which everyone in the community feels a sense of belonging.

ACADEMICS

JTD fundamentally believes in providing students with a robust learning experience that is developmentally appropriate, relevant to the world students live in, and based on best instructional practices and educational research. High expectations and hard work define the JTD academic program, which is focused on the fundamentals and the acquisition of critical thinking skills necessary for future educational success and responsible citizenship.

Students learn best when learning within a supportive atmosphere that stresses the right of each individual to be different and unique while developing confidence, mutual respect, and a degree of cooperation. This allows each student to develop self-awareness, personal responsibility, and self-advocacy skills. The goal at JTD is to have each student grow socially, emotionally, intellectually, and physically, thus enabling each child to be a creative, productive, and responsible contributor to society.



At JTD, students are immersed in an exceptional classroom experience that encourages them to approach their education with joy and purpose. Two co-teachers work together to share a robust curriculum with students, instilling a lifelong love of learning and preparing them for the next steps in their educational journey. Students in K-4 have an assigned homeroom, while students in Grades 5-6 have a departmentalized model, moving from classroom to classroom throughout the day. Specialists in PE, art, library, music, science, and technology teach all students.

Additionally, the extracurricular program offers After School Enrichment classes in topics like debate, musical theater, and robotics, and students in Grades 4-6 are able to participate in after school interscholastic athletics.

SCHOOL LIFE

Traditions are a memorable and cherished part of The John Thomas Dye School and unite JTD families across generations. Each morning, students and faculty gather on the lawn to greet the morning with the Pledge of Allegiance and a recitation of “The Salutation of the Dawn,” an ancient Sanskrit poem. The school year is punctuated by special events including a back-to-school family night, Grandparents’ and Special Friends’ Day, an annual celebration of the School’s birthday, and the community-wide JTD Fair, which takes place on the first Sunday in May and includes current families, alumni, and neighbors.



Members of the entire JTD community are committed to service, both to the School and to the community at large. Service learning at JTD offers students age-appropriate projects at every grade level, addressing a variety of social issues. School-wide programs include a Thanksgiving food collection drive and three weekend events for families to join together in support of local organizations. Additionally, an active Parents' Association sets the standard for volunteerism.

At JTD, there is a culture of simplicity and humility that permeates the physical space and the community experience; donor names are not found on buildings and birthdays are celebrated after school, with JTD teachers leading class parties.

CAMPUS

Situated atop a chaparral canyon in the Santa Monica Mountains, JTD's 11-acre campus exudes a comfortable feel set against breathtaking views of Palos Verdes, the Pacific Ocean, and Catalina Island. The original John Dye Hall houses an assembly hall, offices, music rooms, and a student services center. Two classroom wings extend from the main hall and include two flexible classrooms and a Teaching and Learning Center used for faculty professional development. Kindergarteners occupy their own facility, which includes three classrooms and a flexible classroom, used for small group instruction. The newest building, the Michaud Academic Center, boasts spacious departmentalized classrooms for Grades 5-6 and two classrooms utilized for the inSTED program, JTD's integrated science and technology curriculum. A multipurpose facility features a lunch patio with gorgeous views of the Pacific Ocean and canyons, a recently renovated library, an art studio, and a gymnasium.



The five-acre chaparral canyon owned by the School is a priceless educational resource. With four hiking trails and numerous plant and animal species, the canyon offers a firsthand education in ecology. An artificial turf field, a traverse climbing wall, colorfully painted blacktops, and an expansive lawn provide ample opportunity for play.

LOS ANGELES, CALIFORNIA

The John Thomas Dye School is located in the primarily residential neighborhood of Bel Air on the westside of Los Angeles, a short distance from UCLA and the iconic Getty Center. Diverse, vibrant, and laid-back, Los Angeles is an attractive destination for tourists each year. The city offers robust opportunities in business, entertainment, culture, media, fashion, science, sports, technology, education, medicine, and research and has been ranked sixth in the Global Cities Index. Known as the “Creative Capital of the World,” LA is well-defined by its ever-growing culture of creativity and innovation.

Dry and sunny, LA is warm year-round, and outdoor enthusiasts enjoy easy access to the beaches of Malibu and Santa Monica and abundant recreational opportunities in the Pacific Ocean and in the surrounding mountains. Cultural attractions dot the city, including over 800 museums and art galleries. Sports lovers cheer on several professional athletic teams, including the Dodgers, Lakers, Clippers, Chargers, Rams, Kings, and Galaxy.



Education is a top priority for residents, and the city features numerous public and private universities, including UCLA, the University of Southern California, the American Film Institute Conservatory, Occidental College, Pepperdine University, and California State University, among others.

OPPORTUNITIES AND CHALLENGES

The admission process serves as a critical introduction to The John Thomas Dye School's mission and core values. The ideal candidate will have a commitment to lifelong learning and will be a proven team player with a warm collaborative nature, optimism, and a sense of humor. The Director of Admissions will ensure that families have a positive experience and favorable impression of JTD regardless of the outcome of the admission decision. JTD seeks candidates who understand the interdependence of all aspects of an educational institution as well as the workings of a sophisticated admissions office.

Communicate with kindness and integrity – As the first point of contact for applicant families and the person who shapes initial impressions of the School, the Director of Admissions frames the expectations for how prospective families will be welcomed to JTD: with warmth, curiosity, and responsiveness. Additionally, in representing the community at admissions fairs, open houses, and other gatherings, the Director embodies the School's values in word and deed: caring, common sense, consideration, cooperation, and courtesy.



Manage difficult conversations – JTD has long enjoyed high demand and high yield. Families deserve honest feedback about mission alignment and whether the School can serve the needs of the student. Clarity and kindness are essential, as is follow up with families who are processing disappointment.

Strive on behalf of the School – Fierce optimism and humility define the JTD team. Aware of the School's profile and demand, JTD refuses to rest on reputation or past successes and continually sets its sights on improving the experience of students and families. As an integral part of the leadership team, the Director of Admissions will carry the same torch and continually assess and improve the admissions experience.

Center relationships in all aspects of the work – Every facet of the Director of Admissions role requires skilled relationship management. Tact, cultural competence, integrity, and conviction are essential in managing relationships with parents, faculty and staff, fellow administrators, preschool directors, trustees, and young applicants.

Collaborate with leadership team – Selecting and shaping the incoming classes at JTD is a collaborative process, and the Director of Admissions welcomes the team approach to decision-making while managing the overall process. Collaboration extends to welcoming and transitioning new families and tracking the overall progress of the class over time. Additionally, the Director of Admissions will participate in the implementation of the School's new strategic plan, set to launch in early 2022.



Know and engage fully in the life of the School – From participating in faculty and staff professional development to visiting classrooms to reading up on new curriculum, the Director of Admissions will understand and share the evolving story of JTD with specificity, nuance, and joy. They will be in tune with projects, curricular changes, and strategic initiatives at work on behalf of the students.

Sustain the creative outreach developed during COVID – Responding to the constraints of the pandemic, the team developed virtual tours, video assessments, and Zoom touchpoints with families. The Director of Admissions will continue to think innovatively about how to make the process more accessible to a broader group of families.

Build community partnerships – JTD strives to reach families who may not be familiar with independent schools. In order to increase outreach and create an even more diverse student body, the Director of Admissions will seek and/or strengthen partnerships with community organizations and preschools beyond the traditional feeder schools.



DESIRED QUALITIES AND CHARACTERISTICS

- An authentic, approachable, and down to earth presence that welcomes conversation and connection while respecting the views of others.
- Demonstrated personal and professional commitment to diversity, equity, and inclusion.
- Exceptional interpersonal skills and the ability to communicate with inspiration and clarity to current and prospective parents, students, community organizations, faculty, staff, and community members.
- The ability to articulate mission-aligned vision and strategy and the tactical skills necessary to deftly manage the systems and processes necessary to implement strategy.
- A leadership approach that empowers colleagues and accomplishes objectives.
- Demonstrated success in managing people, with a style that is characterized by integrity, collaboration, and flexibility.
- Experience in competitive admissions or a related field.
- A particular interest in and fondness for the unique qualities of a K-6 independent school committed to celebrating childhood.

The John Thomas Dye School is committed to a diverse faculty and staff that represent the student body and the city of Los Angeles.



TO APPLY

Interested candidates should submit electronically in one email and as separate documents (preferably PDFs) the following materials:

- A cover letter expressing their interest in this particular position;
- A current resumé.

Selected candidates will also be asked to provide the following:

- A writing sample, such as an educational philosophy statement, blog post, or speech;
- A list of five professional references with name, phone number, and email address of each (references will not be contacted without the candidate's permission).

Candidates are invited to contact the consultants in confidence and to submit a resumé and cover letter to:

Karen Whitaker

Search Consultant

karen.whitaker@carneysandoe.com

Marsha Little

Search Consultant

marsha.little@carneysandoe.com