



## Director of Admission and Enrollment

Harbor Day School

Corona Del Mar, CA

July 2026

Founded in 1952, Harbor Day School is recognized as Orange County's first independent school. Harbor Day has earned a reputation for educational excellence with a comprehensive curriculum focused on encouraging the individual strengths of each student. Graduates become leaders in some of the finest high school and university programs in the country. The alumni are a diverse and inclusive community thriving in business, law, medicine, entertainment, sports, and the arts, to name a few. For them, Harbor Day is a home of lasting memories and lifelong friendships

Harbor Day's motto, "Gradatim ad Summum" or "Step-by-step to the top," encompasses the school's mission and allows for steady personal progress, which in turn develops an eager, collaborative, and creative student who is prepared for the future. Harbor Day currently enrolls 416 students from kindergarten to 8<sup>th</sup> grade with a team of 56 faculty and a growing network of 2,262 alumni. Harbor Day School aspires for its students to learn to be responsible and empathetic members of society. Each grade builds upon the previous step for the comprehensive and well-balanced education for which the School strives. This motto encompasses the mission by allowing for steady personal progress, which in turn develops eager, collaborative, and creative students who are prepared for their secondary education and beyond. Faculty and administrators strive to create a connected school community, excited to be on a journey of growth and learning together. The school's [strategic plan](#), launched in 2021, has supported and sustained that experience; a new plan is expected to launch in 2027.



In 2023, Harbor Day School completed a new campus, which includes just under 100,000 square feet of building space as well as an artificial turf athletic field, two play structures, outdoor learning areas, and outdoor sports courts. The buildings include an impressive library with over 14,000 volumes, a 500-seat theater, and a separate gymnasium. The school sits on an ocean view property at the end of a quiet cul-de-sac.



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## Location

Harbor Day School resides on a 6-acre campus in Corona del Mar (“Crown of the Sea” in Spanish), a scenic coastal neighborhood in Newport Beach, about 40m south of downtown Los Angeles. Situated along the Pacific Ocean between the coast and the San Joaquin Hills, the area offers dramatic ocean views and upscale coastal vibes. Corona del Mar is home to state parks, superb beaches, and scenic cliffs. There is a strong outdoor culture with abundant boating, surfing, fishing, sailing and rowing, with shopping and dining also popular throughout the main streets.

## Core Values

- *Challenging Curriculum*
- *Excellent Teachers*
- *Integrity and Social-Emotional Learning*
- *Culture and Community*
- *Nurturing and Inspiring Environment*
- *Vibrant Community*

## Position Description

Harbor Day School seeks an experienced Director of Admission and Enrollment to lead its admission office. The Director of Admission and Enrollment reports to the Head of School and sits on the school’s leadership team.



Ideal candidates will have several years of admissions experience in independent schools. They will understand and champion the value of an independent school education, especially the K-8 model. They will also have excellent communication skills that allow them to inspire families to consider Harbor Day School for their children. They will find challenge and excitement in building a student body at Harbor Day School that can both benefit from and bring benefit to the school community. As the Director of Admission and Enrollment at Harbor Day School, they will uphold and update the admission office and policies for the school, as necessary.

## Key Responsibilities:

- Setting admission and enrollment goals and strategies to achieve those goals
- Exceptional communications, including public speaking and writing
- All aspects of financial aid
- Data collection and evaluation
- Marketing and outreach, including media and event planning, and use of automatic email flows
- Creating collegial and beneficial relationships with peers at feeder schools, fellow schools, exmission schools, and relevant non-profit organizations
- Interacting with and assessing the academic capabilities of children aged four through thirteen
- Forming and leading committees, such as the admission and financial aid committees
- Creating admission and retention reports
- Enrollment and re-enrollment



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The Harbor Day School community loves its school. The Director of Admission and Enrollment is expected to act and be seen as a leader and steward of the school. The Director of Admission and Enrollment should be a champion of the K-8 independent school model.

**Qualifications:**

- Bachelor's degree required
- Effective leadership qualities
- Efficient working style
- Ability and willingness to work evenings and weekends, as needed
- Ability to travel to conferences and retreats occasionally
- Experience with Google Suite, Finalsite, and Blackbaud products
- Collaborative co-worker

**Benefits:**

- Published salary range: \$115,000-\$145,000, based on several factors, including experience
- The school provides medical, dental, vision, life, and disability insurance for employees. The school pays 100% of the employee's premium. Dependent coverage is optional, with the cost paid by the employee
- Flexible benefit plan/Section 125 Cafeteria Plan
- Retirement matching program
- Tuition remission for children of faculty will be fifty percent of the yearly established tuition. Faculty families may apply for financial aid above the tuition remission
- Toll Road charges are reimbursed for travel to and from school
- Lunch on school days



To Apply

Interested and qualified candidates will ultimately submit the following materials, as *separate PDF documents*:

- A cover letter expressing interest in this particular position;
- A current and thorough resume with all dates included (no more than 4 pages);
- A list of five professional references with the name, relationship, phone number, and email address of each person (*references will not be contacted without the candidate's permission and not before a mutual interest has clearly been established*).

To: Ben Bolte (bbolte@carneysandoe.com) and Quentin Doggett (quentin.doggett@carneysandoe.com). Please do not contact the school directly.



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## MISSION

HARBOR DAY SCHOOL PROVIDES AN ACADEMICALLY CHALLENGING, WELL-BALANCED EDUCATION IN A NURTURING AND INCLUSIVE FAMILY-CENTERED ENVIRONMENT. OUR FACULTY INSPIRES CURIOSITY AND A DESIRE TO LEARN, AND CULTIVATES IN STUDENTS THE CONFIDENCE, STRONG MORAL CHARACTER, AND PERSEVERANCE TO THRIVE. WE CELEBRATE DIVERSITY AND TRADITIONS, VALUE COLLABORATION AND INNOVATION, AND CHERISH OUR COMMUNITY AND THE LIFELONG RELATIONSHIPS DEVELOPED.



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