



Lovett®

ASSOCIATE/SENIOR ASSOCIATE DIRECTOR OF KINDERGARTEN ADMISSION

Start Date: Summer 2026

The Lovett School

Atlanta, Georgia | lovett.org



Carney
Sandoe
& ASSOCIATES

MISSION STATEMENT

The Lovett School is a community of belonging that develops students of honor, faith, and wisdom with the character and intellect to thrive in learning and life.

Approach to Education

At Lovett, students find joy and purpose in learning by doing. Guided by a distinctive approach to whole child education, Lovett faculty immerse students in intellectually rigorous, hands-on learning environments that spark character development, individual passions, and social awareness. By design, Lovett offers students the experiences that deepen their cognitive, emotional, and social skills while inspiring an enduring enthusiasm for learning.

At a Glance



1926
established



1,655
total enrollment



60
kindergarten enrollment



29%
students of color



8
kindergarten faculty



8:1 (*every classroom has two teachers*)
student-faculty ratio



OVERVIEW

Founded in 1926, The Lovett School prepares students not just for success but for lives of purpose and meaning. Lovett's 1655 students from across Atlanta come together each day on an exceptionally beautiful 100-acre campus on the banks of the Chattahoochee River. The words of founder Eva Edwards Lovett are as relevant today as when she wrote them 100 years ago: "Our work differs from that of other Atlanta schools in its purposes, its methods, and its philosophy. We seek to know each child as thoroughly as we can, through observation of their activities—both work and play—and the study of their attitudes and habits. We invite freedom of expression, we encourage a critical, questioning attitude, we are eager for independence of thought and action."

Lovett's culture is guided by five core values: intellect, purpose, faith, belonging, and love. An intellectually rigorous academic program prepares students for our increasingly complex world, and that academic work is grounded in dignity, self-awareness, and joy. Lovett's Episcopal identity serves as a vehicle for seeing, affirming, and appreciating all community members and modeling the dignity of every human being. Exceptional athletic, arts, and experiential programs augment a robust academic program, and throughout its history Lovett has been steadfast in providing opportunities that allow students to thrive across their many passions. Through exceptional performance and competition arts programs and 65 athletic teams, many of which regularly garner championship titles, students grow in a tremendously supportive community that supports the whole child.

As The Lovett School celebrates its centennial year, it is making a number of strategic investments to fuel its trajectory and even more fully live out its mission and values. This includes an evolution and expansion of its Admission Office team that includes a new Associate/Senior Associate Director of Kindergarten Admission role. Working in partnership with the Head of Enrollment, the appointee will lead a strategic, educational, and highly relational admission process for Lovett's first and largest entry point. The ideal candidate will bring deep experience in early childhood education and admission/enrollment management, someone who is an educator at heart, yet equally strategic in their thinking and approach. They will be adept at guiding and supporting families through what is, for many, a deeply personal and emotional journey. The position is a 12-month role that reports to the Head of Enrollment. The title will reflect the appointee's experience level.



ROLES AND RESPONSIBILITIES

The Associate/Senior Associate Director of Kindergarten Admission will be an integral member of Lovett's Admission Team and report directly to the Head of Enrollment. The appointee will be responsible for leading the recruitment and admission process for Lovett's kindergarten program. Major responsibilities include:

- Oversee all aspects of kindergarten admission at Lovett
- Develop a data driven strategic enrollment plan for the kindergarten program in collaboration with the Head of Enrollment.
- Serve as the chief point of contact for families applying to Lovett's Kindergarten program, including crafting and distributing timely communications about the program and process, responding to inquiries and questions, and delivering presentations during on and off-campus programs.
- Conduct outreach to and manage Lovett's relationships with feeder pre-school programs and community based organizations.
- Develop and host on-campus visits, tours, and open-houses.
- In collaboration with the Head of Enrollment and others, construct and lead the application and assessment process for all kindergarten applicants in a manner that reflects Lovett's mission and values.
- Partner with the kindergarten teaching team and Lower School leadership team to ensure a seamless transition of students and families into the Lovett community.
- Work with the communications office to produce the assets needed to support the kindergarten admission program and process.
- Develop and deliver status reports as well as end-of-cycle reports for the Head of Enrollment and school leadership.



QUALIFICATIONS & PERSONAL ATTRIBUTES

The Lovett School seeks candidates who can demonstrate a deep connection to the school's long-held mission and values and are experienced early childhood educators and admission professionals who carry the following qualifications:



- Bachelor's degree required; Master's degree preferred.
- Five or more years of experience in early childhood education and/or admission.
- A highly relational professional presence that is characterized by warmth, kindness and caring.
- High emotional intelligence and the ability to engage thoughtfully in sensitive conversations with current and prospective community members, including with the parents of young children.
- The ability to communicate persuasively and with energy, inspiration, and clarity to internal and external audiences through the full range of written and verbal communications required of admission professionals.
- Significant strategic thinking and creative problem-solving skills.
- Proficiency with Clarity and other financial aid and enrollment management platforms.
- Strong executive function skills, including the ability to manage multiple complex tasks, meet tight deadlines, and adapt to shifting demands.
- A commitment to confidentiality and good judgment.
- An orientation toward collaboratively working within teams and demonstrating deep listening, resourcefulness and flexibility.



\$8M
Financial aid
awarded



\$76M
Annual operating
budget



71
zip codes
represented



\$154.3M
Endowment



100 acres
Campus size

LEARN MORE

- [School Website](#)

- [Admission](#)

- [Culture and Community](#)

- [Virtual Tour](#)

- [Lower School](#)

- [About Atlanta, Georgia](#)





TO APPLY

Interested and qualified candidates are invited to contact the consultant in confidence. Candidates are encouraged to apply as soon as possible and to submit the following materials as separate PDF documents:

- A cover letter expressing interest in this particular position
- A current résumé

As the process moves forward, selected candidates may be asked to submit:

- Writing samples specific to this search
- 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)

Candidates should submit a résumé and cover letter to:

CHRIS BOYLE

Consultant

chris.boyle@carneysandoe.com



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