

the Wolf School

Empower today. Change tomorrow.

DIRECTOR OF ENROLLMENT

Start Date: July 2027

The Wolf School

East Providence, Rhode Island | thewolfschool.org

Carney Sandoe & ASSOCIATES

MISSION STATEMENT

The Wolf School inspires Complex Learners to discover confidence, compassion, and a love of learning to reach their full potential.

At a Glance

1999
established

65
total enrollment

20%
students of color

36
total faculty

61%
faculty with advanced degrees

3:1
student-faculty ratio



OVERVIEW

Founded in 1999, The Wolf School is a small independent day school in East Providence, Rhode Island, serving children in grades K–8 who have complex learning challenges. The school's founding Board was made up of educators, clinical specialists, and a family, who set out to create a school where children could reach their full academic and social potential. They built a model that develops core grade-level skills through a therapeutically guided curriculum. That model, Wolf's Immersion Model©, weaves one curriculum across disciplines and embeds services directly into the school day. Rather than pull students out of class for services, occupational therapists and speech-language pathologists work in the classroom alongside teachers, so therapy goals can be addressed directly in the classroom. Wolf currently enrolls 65 students from Rhode Island and Massachusetts, with a 3:1 ratio of students to teachers. Students are grouped in classroom cohorts based on their academic and social needs. More than half of Wolf's students are placed and funded by their home public school districts throughout MA and RI.

Wolf's students make significant gains academically and socially over the years at Wolf, and colleagues describe the work as nothing short of life changing. The school offers Extended School Year (ESY) services, called Camp Confidence, to all students. It also convenes special education leaders from across the area through its annual Complex Learners Conference and the Rosaline I.R. Granoff Speaker Series. Wolf is now at one of the biggest turning points in the school's history: a building project that will nearly double the square footage of its facilities. The new building will open in December 2027 and will enhance programming and instructional space including a theatre, art room, and a state of the art STEM Lab. Once the new building is complete, the school aspires to grow over the next three to five years toward its ideal enrollment of 95 - 100 students.

The Director of Enrollment reports to Head of School Anna Johnson, serves on the Leadership Team, and supervises an Enrollment Assistant. The Director oversees all aspects of admissions from first inquiry through enrollment and guides eighth-grade students and families through the next-school placement process. The Director also serves as staff to the Strategic Enrollment Committee of the Board of Trustees, designing and implementing an annual Strategic Enrollment plan. Wolf seeks a leader with deep expertise in learning disabilities and complex learning profiles and a nuanced ability to assess students' needs and the school's ability to support their growth and development.



OPPORTUNITIES AND CHALLENGES

The next Director of Enrollment will join a close-knit, collaborative community. Colleagues describe a team approach in both the classroom and administration, a Head of School who supports her team and empowers educators to do what they were hired to do, and a staff who genuinely enjoy one another. The Director will arrive at a pivotal moment, with the following opportunities and challenges ahead.

Leading Wolf's Next Chapter of Growth: The Director of Enrollment will play a pivotal role in one of the most significant periods of growth in The Wolf School's history. With a major campus expansion underway that will nearly double the School's facilities when completed in December 2027, Wolf is preparing to increase enrollment to its ideal capacity of approximately 95 - 100 students over the next five years. This growth will be accomplished through a thoughtful and sustained expansion that preserves the distinctive educational model, close-knit community, and individualized attention that define the Wolf experience. The Director will lead the development and implementation of a strategic enrollment plan, bringing creativity, initiative, and a data-informed approach to recruitment, retention, outreach, and financial aid while helping prospective families understand the extraordinary opportunities Wolf offers to Complex Learners.



Getting the Fit Right: The most consequential responsibility of the Director of Enrollment will be determining which students are best positioned to thrive at Wolf. This requires more than traditional admissions experience; it calls for a deep understanding of learning differences and complex learning profiles, including the ability to interpret extensive neuropsychological, educational, and developmental evaluations and understand the implications of those findings for a child's academic, social, emotional, and behavioral needs. Wolf serves students with varying learning differences, including language, sensory, motor, and executive functioning challenges. Understanding the distinction between challenges that can be successfully addressed within Wolf's therapeutic educational model and needs that fall outside the School's capacity is critical. Working closely with the Head of School, the Assistant Head of School, the Director of Special Education, and faculty, the Director will help assess each child's readiness and potential fit within the School's collaborative classroom environments.

Partnering with Districts and Referral Networks: Wolf's ability to reach the students who will benefit most from its distinctive educational model depends on strong, sustained relationships with the professionals and institutions that serve Complex Learners. The Director will be an enthusiastic ambassador for Wolf, cultivating relationships with public school districts, special education directors and coordinators, educational advocates, neuropsychologists, independent evaluators, therapists, consultants, and other schools and community organizations throughout Rhode Island and Massachusetts. By developing a nuanced understanding of Wolf's Immersion Model© and communicating its distinctive approach to learning, the Director will help referral partners recognize the students for whom Wolf may be an especially strong fit. The role also offers opportunities to expand the School's outreach through professional conferences, networking events, school visits, and signature programs.



$492,840
financial aid awarded

26%
students receiving aid

$243,383
endowment

$5,407,660
annual operating budget

1.9 acres
campus size



A Family Connector from First Inquiry to Next School: The Director of Enrollment will be much more than the first point of contact for prospective families; the Director will serve as a trusted guide and enduring connection throughout a family's relationship with Wolf. From the earliest inquiry and initial school visits through admissions decisions, enrollment, re-enrollment, and ultimately the transition to secondary school, the Director will ensure that families feel welcomed, informed, and supported at every stage. The Director will help families understand Wolf's educational approach, coordinate meaningful opportunities for prospective students to experience the School, and communicate admissions decisions with honesty and compassion, including when Wolf is not the appropriate placement. For enrolled families, the Director will remain an important resource and advocate, supporting successful transitions into the Wolf community and guiding eighth-grade students and families through the often complex process of identifying and securing the right next-school placement.

Partnering Across the Leadership Team: The Director of Enrollment will be an integral member of the School's Leadership Team, working in close partnership with the Head of School, Assistant Head of School, Director of Special Education, Director of Finance, Director of Development, Director of Marketing and Communications, and faculty to advance the School's mission and strategic priorities. The Director will bring an institutional perspective to enrollment management, recognizing that successful recruitment, retention, and strategic enrollment require the engagement and shared commitment of the entire school community. By fostering strong relationships across administrative, management, and classroom teams, the Director will help ensure that prospective students and families experience a thoughtful, collaborative admissions process and that enrolled families feel welcomed, supported, and connected to the Wolf community.

QUALIFICATIONS & PERSONAL ATTRIBUTES

Wolf seeks a Director of Enrollment whose expertise in learning differences is matched by warmth, judgment, and a collaborative spirit.



Professional Qualifications

The most important qualification for this role is specialized knowledge of learning and developmental challenges, particularly the ability to understand complex learning profiles and assess whether a student is likely to thrive within Wolf's educational model. While experience in admissions and enrollment management is important, the specialized knowledge required to evaluate prospective students and determine appropriate placement is essential. The ideal candidate will bring:

- A master's degree.
- A minimum of five years of professional experience in the special education field.
- A professional background as a learning specialist or in a related role, with experience administering and interpreting assessments; a background in neuropsychology or a related clinical discipline is particularly valuable.
- Demonstrated ability to analyze and interpret complex student records, including neuropsychological, psychological, educational, and developmental evaluations, as well as Individualized Education Plans (IEPs).
- A sophisticated understanding of learning disabilities and developmental challenges, including the ability to distinguish learning-related and situational emotional challenges from behavioral or mental health needs that may fall outside Wolf's educational model.
- Strong and comprehensive knowledge of applicable state and federal laws and regulations governing individuals with disabilities.
- Demonstrated ability to provide effective training and support to professionals in areas relevant to special education, including IEPs, Specialized Instruction, Progress Monitoring and Data Collection, and Behavioral Intervention and Support.
- Admissions experience at the elementary and middle school levels, along with knowledge of schools and professionals who may refer students to Wolf and schools that may serve as appropriate next placements for Wolf graduates.
- Strong organizational, analytical, and computer skills, including proficiency with databases, spreadsheets; familiarity with Blackbaud's Enrollment Management System would be a plus.



Personal Attributes

The successful candidate will combine professional expertise with a genuine commitment to Wolf's students, families, and collaborative school community. The strongest candidates will possess many of the following attributes:

- **Empathetic and student-centered:** Demonstrates a genuine love of children, an appreciation for their individual strengths and challenges, and the ability to establish immediate rapport with students and families.
- **Warm and welcoming:** Naturally personable and approachable, with a commitment to serving as a trusted family connector from first inquiry through enrollment and beyond.
- **An excellent communicator:** Clear, thoughtful, and professional in speaking and writing; comfortable addressing small and large groups; and able to articulate Wolf's Immersion Model© compellingly to a range of audiences.
- **Collaborative and relational:** Builds trusting, transparent relationships with colleagues and families, values the expertise of others, and approaches challenges as a member of a team.
- **Confident and credible:** Brings professional expertise and sound judgment to complex admissions decisions and inspires confidence and buy-in among colleagues, families, and referral partners.
- **A natural networker:** Enjoys meeting people and cultivating meaningful, lasting relationships with school districts, educational advocates, evaluators, clinicians, and other referral sources.
- **Self-directed and accountable:** Takes initiative, works independently, follows through on commitments, and takes pride in producing high-quality work.
- **Flexible, creative, and open-minded:** Approaches challenges with curiosity and a willingness to learn, embraces new ideas, and adapts thoughtfully to changing circumstances.
- **A fully engaged member of the community:** Enjoys being part of the daily life of the School and is willing to pitch in wherever needed to support students and colleagues.
- **Positive and resilient:** Brings energy, optimism, perseverance, and a sense of humor to the opportunities and challenges of the role.

LEARN MORE

- School Website
- Student Profile
- Virtual Tour
- Annual Report
- High School Matriculation
- About Providence, Rhode Island





TO APPLY

Interested and qualified candidates are invited to contact the consultant 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:

AMY ROGERS
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Carney Sandoe & ASSOCIATES