



# THE NUEVA SCHOOL

## Director of PreK-12 Admissions July 1, 2022

The Nueva School invites applications, nominations, and inquiries as it embarks upon a search for a permanent Director of PreK-12 Admissions. The Director of Admissions is responsible for oversight of the admissions process. They are one of the key ambassadors for Nueva and provide leadership on issues related to student recruitment, admissions, and enrollment management. The successful candidate will demonstrate commitment to building a mission-aligned, diverse, and inclusive community that is reflective of the socio-economic, racial, ethnic, varied family structure, and gender diversity of the Bay Area.

### **ABOUT THE SCHOOL**

The Nueva School, an internationally recognized, nonprofit, independent day school, has served gifted learners since 1967. Today, Nueva serves nearly 1,000 students PreK–12. Nueva is located in the neighboring towns of Hillsborough and San Mateo, equidistant between San Francisco and Silicon Valley, serving six counties throughout the Bay Area of Northern California. A constructivist school, Nueva is known for its distinctive inquiry-based interdisciplinary studies, project-based learning, and pioneering work in social-emotional learning and design thinking. The Nueva community instills a passion for lifelong learning, fosters social and emotional acuity, and develops the imaginative mind.

### **ABOUT THE ROLE AND ITS OPPORTUNITIES**

The Director of Admissions will be a thought partner with and report to the Director of Enrollment and Strategic Engagement. The Director of Admissions will serve on the Expanded Leadership Team. Members of the admission team will report to the Director of Admissions. The Director will provide appropriate and accurate information to applicants, families, organizations, and educators to ensure the best applicant match to The Nueva School program. They will work with the admissions team, faculty, and staff to both observe and select students for enrollment creatively and efficiently.

In addition to the customary responsibilities of a PreK-12 Admissions Director for outreach, assessment, data management, tracking and reporting key admissions performance indicators throughout the cycle, volunteer management and coordination, and timely communication and effective marketing, they will also support the larger diversity goals for the school and the [THRIVE program](#) goals for enrollment and retention. Evening and weekend work is required.

The next Director of PreK-12 Admissions at Nueva will have opportunities to refine an admissions process for a growing applicant pool, work with a seasoned and eager team, and work with a school community committed to outreach and DEI within admissions.

### **QUALITIES AND QUALIFICATIONS**

In joining the team at Nueva, you will become a part of an inclusive, iterative, and equity-minded community that recognizes that social justice is a lens with which Nueva examines all aspects of the school community in order to ensure an educational experience where all students can thrive. In deciding whether to apply for a position at Nueva, you are strongly encouraged to consider whether your values align with [Nueva's Mission, Vision, and Values](#).

*Desired qualities and skills include:*

- Knowledgeable and passionate about early education through high school education and the needs and development of gifted children.
- Five or more years of admissions experience.
- Excellent organizational skills and attention to detail.
- Excellent managerial skills.
- Ability to work independently and to collaborate on a team.
- Ability to manage multiple responsibilities simultaneously and prioritize.
- Excellent cross-cultural collaboration.
- Flexibility, innovative thinking, and creativity in working in a dynamic environment where new ideas, mistakes, and iteration are embraced.
- A desire to learn by doing and to learn with and from others.
- Excellent oral and written communication skills.
- Ability to cultivate and maintain both new and existing relationships and partnerships.
- Sensitivity, discretion, and a sense of humor.
- Extensive knowledge of Microsoft Office Suite.
- Working knowledge of Ravenna Solutions preferred.
- Bilingual abilities– Spanish/English or Mandarin/English.
- Bachelor’s Degree required; Master’s Degree preferred.

## **APPLICATIONS AND NOMINATIONS**

Evaluation of candidate materials will begin on January 3, 2022, and continue until a Director of PreK-12 Admissions is named. The start date for this opportunity is July 1, 2022. Inquiries, nominations, and letters of interest with a résumé may be sent in confidence to:



Staci Williams Seeley, Managing Associate  
[NuevaPK12AdmissionsDirector@storbecksearch.com](mailto:NuevaPK12AdmissionsDirector@storbecksearch.com)

For more information, please visit The Nueva School at [www.nuevaschool.org](http://www.nuevaschool.org).

*The Nueva School is an Equal Opportunity Employer – we do not discriminate against any employee or job applicant on the basis of race, color, gender, national origin, age, religion, creed, disability or sex. We welcome applications from people of color and those with experience outside the education field.*