



Director of Admissions & Enrollment Management 2021-22

Kingsley Montessori School seeks candidates for the position of Director of Admissions & Enrollment Management, effective August 1, 2021 or sooner if mutually agreeable. Located in the heart of Boston's Back Bay, Kingsley is a leading independent day school that serves 300 students from Toddler through Grade Six. Kingsley empowers students to take control of their learning through a combination of Montessori education, which emphasizes student-led learning, and a challenging, integrated, and progressive curriculum. By combining freedom of choice with high expectations, Kingsley prepares children to take on new challenges and to make a positive impact on their world.

The Director of Admissions & Enrollment Management will work closely with the Head of School to oversee all aspects of admissions including recruitment and enrollment, re-enrollment and retention, financial aid processes, and information and database management. The successful candidate for this position will serve as a vibrant, energetic, and engaging ambassador for Kingsley, and a thoughtful, collaborative, and inspiring leader who can move fluently between managing the highly detailed everyday tasks to creatively composing and implementing long range strategic planning. This individual will also be a skilled, empathetic communicator able to build relationships with a variety of stakeholders both inside and beyond the Kingsley community. Finally, this individual will employ innovation and outreach to help drive Kingsley's financial sustainability and market appeal to new levels.

Kingsley has engaged Educational Directions, a national executive search firm, to assist the Head of School and the community with the search. Nominations can be made, and all interested candidates can inquire, in confidence, to Sam Richards at srichards@edu-directions.com.