



CIRCLE CITY PREP

CIRCLE CITY PREPARATORY SCHOOL

MANAGER OF SCHOLAR RECRUITMENT & ENROLLMENT

Start Date: June 17, 2024

Salary: \$45,000-55,000; opportunities for bonus

Status: Full-Time, Non-Exempt, 12-months

Benefits: 403b, Dental, Life, Medical, Vision

Job Category: Operations

Overview:

The **Manager of Scholar Recruitment & Enrollment** (MSRE) is an integral part of the operations team and ensures that our school is fully enrolled, runs with operational excellence, and families, visitors and partners are treated with the highest level of customer service. This person owns student recruitment from start to finish through active community engagement and relationship building. The MSRE ensures that all student records are 100% up-to-date and oversees the record request process with the operations team. Additionally, this person is an active member of our broader Operations Team and reports to the Director of Operations.

Background on the Organization:

Circle City Prep is deeply committed to supporting *all* students to live up to their power and potential through a rigorous college prep education. **Circle City Prep** is an elementary school built on research and best practices of high performing charter schools nationwide and is uniquely focused on educating students on the Far Eastside of Indianapolis. We are heading into our 8th year as an organization, fully enrolled Kindergarten - 8th grade.

Job Responsibilities:

As the **Manager of Scholar Recruitment & Enrollment**, you will:

Student Recruitment & Enrollment

- Oversee enrollment at school site and, as required, leads the enrollment process by working with the school leadership, teachers, and administrative team to meet enrollment targets annually.
- Support families with enrollment, registration, and student records processes.
- Collaborate with the operations team on systems related to enrollment, attendance, and student retention.
- Create and maintain secure student files, including registration materials, permission slips, progress reports, and other relevant materials.
- Lead tabling and canvassing events, may be held on weekends or evenings.

Student & Family Supports

- Work with Operations, Student Supports and full Leadership Team to average 92% full-school daily attendance and decrease student tardies by 5% each quarter.
- Create trusting relationships with families and community organizations to be a conduit of available services and supports to our Scholars and families.

Communication and Social Media

- Compiles weekly family newsletter and ensure consistent distribution
- Manages social media platforms to be strong representations of our school culture with frequent posts (error free, clean, bright, and translated in all major languages of our families)

School-Wide Operations

- Support execution of campus arrival and dismissal procedures.
- Support logistics and execution of on and off-site special events, including family events and field trips.
- Assist the Operations Team in daily management of school building, supplies, curriculum and other school operational needs to ensure the safety and success of Staff and students.
- Provide administrative support for the school of various degrees such as preparation and distribution of documents for correspondence and communications to staff and families, answering the phone, etc.

General

- Member of Panther Parent Committee
- Additional responsibilities as defined by the Head of School or the Director of Operations.

As an equal opportunity employer, **Circle City Prep** hires without consideration to race, religion, creed, color, national origin, age, gender, sexual orientation, marital status, veteran status, disability, or any other category protected by applicable law.



Requirements:

To be considered as a **Manager of Scholar Recruitment & Enrollment**, you must have/be:

- Bachelor's degree (required)
- Experience teaching in public elementary school (preferred)
- Experience using information systems and cleaning data (preferred)
- Speak Spanish and/or Haitian Creole (preferred)
- Track record and evidence of exemplary personal organization.
- Belief in and alignment with Circle City Prep's core values and educational philosophy is non-negotiable.
- Pass a criminal background check, as required by law
- Willingness to work occasional weekend and evening work hours required

Apply Today!

Go to www.circlecityprep.org and click Join Our Team and our application submission link.