



Arts & College Preparatory Academy Enrollment Coordinator

The Arts & College Preparatory Academy (ACPA) is an arts focused, independent community school on the east side of Columbus that serves a diverse population of students in grades 7 through 12 from over 25 different districts in central Ohio. ACPA is in its twentieth year of operation and has consistently been one of the highest performing charter schools in Ohio.

ACPA is seeking qualified candidates for a Enrollment Coordinator position - with a May 2022 start date. The Enrollment Coordinator will report to the School Director and be highly collaborative with the school principals, Records Director and Communications & Marketing Director. The Enrollment Coordinator is vital to school operations - and the lead in recruiting and enrolling new students on an ongoing basis. The Enrollment Coordinator will be expected to work with current students and alumni in recruiting efforts.

Responsive to organizational change that has occurred after a major expansion project and the effects of the pandemic, the Enrollment Director will be crucial to ensuring continual growth, further expansion of the ACPA program, sustainability, and a commitment to diversity, equity and inclusion in staff and student initiatives. The Enrollment Director will also be expected to reflect the mission, vision and ACPA values of kindness, respect for diversity, honesty, problem solving, communication, participation and awareness in all interactions with school stakeholders – including students, staff, parents and community partners. **BIPOC candidates are encouraged to apply.**

Salary Range: \$38,000 - \$43,000, annual contract.

Benefits: Medical, dental, vision, life, free tele-health access, paid vacation time, state retirement plan.

Qualifications, all recommended: Bachelor's Degree; 1 year of working in an educational environment; knowledge of Columbus schools, surrounding districts, and local community and private schools; strong networking, communication and follow-up skills; knowledge of google docs.

Main responsibilities include, but are not limited to:

- Working with partner organizations (other schools, arts orgs that serve appropriately aged students, etc.) to identify new ACPA students for enrollment on an ongoing annual basis.



- Working directly with prospective students and caregivers to ensure informed enrollment decisions are made.
- Organizing and conducting small group and individual tours of ACPA for prospective students.
- Ensuring that the enrollment process is engaging, friendly and accommodating to a diverse recruitment pool.
- Keeping in periodic contact with prospective students and families at all points in the enrollment process.
- Ensuring that prospective students and caregivers complete all application items on a timely basis in the student SIS (PowerSchool).
- Ensuring that the school's lottery policy is implemented.
- Maintaining an ongoing waiting list of prospective students when necessary.
- Working with ACPA staff on recruitment efforts at ACPA arts and community events.
- Identifying and engaging new and diverse recruitment avenues, outreach and marketing strategies.
- Ensuring each grade level (7-12) is full on an ongoing basis.

