

Position Announcement

Dean of Enrollment Management

Calhoun School

New York, New York

calhoun.org

Start Date: July 2024



Overview

With origins dating to 1896, Calhoun School has long been a key member of the K-12 educational community in New York City, and while rooted in progressive educational philosophy, Calhoun's learning practice employs a variety of methods to engage and entice students to demand more of themselves. For each student, demonstration of knowledge looks slightly different, but Calhoun's intentionally designed curriculum focuses every lesson, and the school's passionate teachers guide each learner toward the same end result.

Calhoun offers a dual-track Lower School program from 3 years old until 3rd grade through its Montessori and Open Inquiry Programs. The two programs merge in 4th grade, allowing students to come together, celebrate their final year in the Lower School, and prepare for the transition to the nearby 5-12 campus.

In the Middle and Upper School, Calhoun's open floor plan spaces are designed to literally and conceptually eliminate the barriers between grades, disciplines and learners. Calhoun believes knowledge is worth sharing and that there's always something to be learned from any person or experience. Through its signature arts programs, competitive athletic programs, and active student life programs, students have the opportunity to explore and embrace a range of passions.



Mission

Calhoun inspires a passion for learning through a progressive approach to education that values intellectual pursuit, creativity, diversity and community involvement.

At a Glance

Established: 1896

Enrollment: 618

Students of color: 50%

Total faculty: 98

Financial aid budget: \$13M

Students receiving aid: 46%

Endowment: \$16M

Annual operating budget: \$29M

Learn More

Click on the links below to learn more about Calhoun School.

[School Website](#)

[School History](#)

[Calhoun's Next Head of School](#)

[Diversity, Equity, and Inclusion](#)

[Strategic Plan](#)

[College Matriculation](#)

[Calhoun-MMC Merger](#)

[Calhoun Viewbook](#)

Position Description

Calhoun seeks a Dean of Enrollment Management to begin in July of 2024. The Dean reports to the Head of School, Celeste Herrera, who will also begin this summer. The Dean will also serve on the senior administrative team which includes talented, collaborative, and thoughtful educational leaders. The Dean will lead all enrollment efforts and guide a team that includes two assistant directors and two admission coordinators. Looking ahead, the primary opportunities for the Dean of Enrollment Management include:

- Strategizing with senior leadership to shift and improve enrollment efforts.
- Celebrating and articulating the merger with MMS and a distinctive dual-track Lower School program.
- Seeking new opportunities to attract and connect with prospective students and families for all entry points.
- Refining systems, partnerships, and connections to retain current students and their families.
- Understanding and informing the leadership team, admission staff and trustees regarding research and demographics and admission and enrollment trends, ensuring that changes and challenges are anticipated, understood, and addressed
- Attending Board meetings when appropriate, engaging in strategic planning and keeping the Board fully apprised of the school's enrollment management endeavors
- Overseeing schoolwide communications and media strategy; supervising the Director of Communications
- Partnering with a dynamic, hardworking, and collaborative admission team.
- Collaborating with, guiding, and encouraging Calhoun faculty, staff, families, and students to share their stories and to serve as ambassadors.
- Establish and maintain positive relationships with educational constituencies, including area feeder schools, preschools, peer schools, consultants and access organizations.
- Extends themselves beyond the responsibilities of a job description as the need arises.

Location

Calhoun is located on the Upper West Side of Manhattan, an area of the city that is highly valued as a residential area for families, as one of the city's cultural centers with Lincoln Center and the American Museum of Natural History, and for its proximity to both Riverside Park and Central Park. Calhoun's campuses are located four blocks from each other. Its Middle and Upper School and most administrative offices are located in a purpose-built facility well known for its open-concept classrooms and a converted townhouse at 81st and West End Avenue. As a part of the 2023 merger with Metropolitan Montessori School (MMS), Calhoun's dual track Lower School program is now located in MMS's former facility four blocks to the north at 85th Street.



About the Head of School

Steven L. Solnick has been Calhoun's Head of School since 2017. Before joining Calhoun, Steve was president of Warren Wilson College in Asheville, NC. Steve spent a decade as the Ford Foundation Representative in Moscow and then New Delhi. Before joining the Ford Foundation, he was associate professor of political science at Columbia University and served as coordinator for Russian Studies at the Harriman Institute. He is the author of *Stealing the State: Control and Collapse in Soviet Institutions*.

After announcing his intention to conclude his Headship at the end of the current academic year, the school engaged in a national search and identified Celeste Herrera as Calhoun's next Head of School. Celeste has been an educator and leader in progressive education for over fifteen years, helping multiple schools translate instructional excellence into relevant, adaptive education. Currently The Dalton School's Assistant Head of School, Celeste's work has included managing daily operations, co-chairing the facilities master planning committee, expanding institutional partnerships, and working closely with the Head of School, Chief Advancement Officer, and Parent Association in service to Dalton's mission. As the former Assistant Head for Academics and the High School Director, Celeste supervised K-12 academic departments and the divisional administrative teams. For seven years, Celeste was also the Director of College Counseling. Celeste is a graduate of the University of North Carolina at Chapel Hill with a dual degree in English and anthropology, and she holds a M.S. Ed. in psychological services from the University of Pennsylvania.



Qualifications and Personal Attributes

- At least eight years of related admission/enrollment experience in independent schools or higher education with responsibility in growing and developing markets and in retention.
- Demonstrated leadership, engagement in, and a commitment to diversity, equity, inclusion.
- Knowledge of, experience with, and the ability to research and adopt changes in best practices in strategic enrollment management, financial aid, and marketing, preferably in competitive and urban markets.
- Model high standards of professionalism and create warm, uplifting, and trusting working relationships marked by humor, optimism, humility, excellent emotional intelligence, extraordinary interpersonal skills, and collaboration.
- Deep appreciation and passion for progressive education, particularly in an independent school environment conveyed by a solid understanding of educational practice and philosophy, and the ability to share the Calhoun's philosophy and practice to prospective families.
- Excellent communication skills—particularly strong and empathetic listening ability, dynamic and engaging speaking skills, and clear and compelling writing experience.
- Strong leadership skills, specifically motivating, collaborating, inspiring, and educating the school's constituencies and the ability to support, organize, and guide the admission team.
- Ability to think and act strategically and to operationalize strategic ideas and goals.
- Possess a deep understanding of human development, demonstrated by knowledge of child development PreK-12, a growth mindset, and belief in the capacity of humans to be life-long learners.
- Bachelor's degree required, master's degree preferred.

To Apply

Calhoun School has retained The Baker Group/Carney Sandoe & Associates to assist in the recruitment of the Dean of Enrollment Management. Interested and qualified candidates are invited to contact the consultants 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 and thorough résumé;
- A writing sample, such as a parent/guardian communication, newsletter, open house speech, blog, or article;
- Contact information for five professional references with name, relationship, phone number, and email address of each (references will not be contacted without the candidate's permission) to:

Send these materials to:

Jennifer Wong Christensen
Senior Consultant,
Carney, Sandoe & Associates

jennifer.christensen@carneysandoe.com

Chris Boyle
Consultant,
Carney, Sandoe & Associates

chris.boyle@carneysandoe.com

The full-time equivalent salary range for this position is \$180,000-230,000 . The starting salary is based upon, but not limited to, several factors that include type and years of experience, education level, and expertise.