



# JOB DESCRIPTION

## Admissions/Aftercare Coordinator

### Overview

[The Middle Way School](#) (MWS) is a fast-growing pre-K thru 6 independent elementary school located on 5 acres of forested land in Saugerties, New York. The Admissions/Aftercare Coordinator is responsible for coordinating the admissions process for student applicants, including leading campus tours, facilitating application review, and responding to inquiries. The Admissions/Aftercare Coordinator is also responsible for overseeing the day-to-day operations of the school's aftercare program and developing its income-earning potential, as well as providing administrative support each afternoon.

MWS is pioneering a progressive model of education based on the best in education research and enhanced by the wisdom and compassion of Buddhist wisdom traditions. Being a practicing Buddhist is not necessary, however, an understanding of Buddhist principles and terminology and experience in Buddhist practices is appreciated. The school is an uplifted, dynamic, environment to work, with daily meditation and ample professional support. Dignity of labor is a key teaching at the school and all members of the community are treated with equal respect. Staff must have a deep appreciation of children and an interest in the Middle Way view.

### Responsibilities

#### Admissions

- Supporting MWS administration in establishing and documenting an admissions schedule for the 2022-2023 school year
- Developing a welcoming and clear process for applying to Middle Way School
- Updating admissions module in TADS, our admissions and tuition management system
- Working with MWS administration to produce and distribute admissions promotional content and materials
- Responding to inquiries from potential applicants
- Co-organizing our annual Open House (October)
- Reviewing applications and disseminating admissions materials to the Admissions Committee
- Tracking new applicants, available spots, and waitlists
- Leading campus tours and arranging visits with teachers

#### Aftercare

- Managing aftercare "reservations"
- Working with aftercare providers to ensure program is sufficiently staffed
- Ordering supplies for aftercare program
- Securing payment from participating families on a timely basis
- Communicating program updates/changes to the community
- Developing opportunities for growing the program



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### Administrative Support (p.m.)

- Responsible for answering phones, responding to basic email questions, and greeting and checking in visitors, staff, and outside contractors.
- Respond to student and teacher requests as they arise, e.g. supplies, ice packs, etc.
- Manage afternoon student pick-up; serve as point of contact for families and bus companies with regard to transportation changes

### Core Competencies

- Strong organizational skills
- High capacity for using systems; able to document procedures
- Detail-oriented; accurate and efficient
- Excellent command of written and spoken English. Ability to ensure that information flows are kept clear
- Adept with software to support the Business Office needs (e.g. Word, Excel, and other standard software programs); willing/able to learn new digital programs in areas such as database, networking and design etc
- Works harmoniously within a group
- Ability to both follow direction and work independently
- Passion for education and carrying out vision and mission of Middle Way

### Required Education/Experience

- Bachelor's degree preferred
- An interest in the Middle Way view and how to manifest it through presence and pedagogy

### Physical Capabilities

- A high level of stamina
- Ability to lift 25-30 lbs.
- Ability to move, see, hear, and speak with children to ensure children's health and safety.

### Qualities

- Flexible, open minded, adaptable, patient with change
- Discrete
- Able to work independently and in teams
- Practical and resourceful
- Enjoys problem-solving and has excellent problem-solving skills
- Able to see the merits of perspectives other than his/her own; openness to different and new ways of doing things
- Reliable and respectful of deadlines
- Ready to wear many hats
- Maintains perspective
- Open to learning about Buddhism



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### Terms

- This is a 12-month salaried position beginning August 22, 2022.
- Admissions/Aftercare Coordinator is on site at school 10:00 AM - 5:30 PM daily M-F, with a 30-minute lunch break.
- Admissions/Aftercare Coordinator works from home on virtual and snow days, unless otherwise instructed.

### Benefits

- School breaks are paid, plus additional paid leave.
- Salary begins at \$35,000, depending on experience and schedule

The scope and focus of the Admissions/Aftercare Coordinator role will evolve in line with MWS as it progresses and will require regular review.

*We hire and enroll without discriminating against any identifying factor which may include race, age, national or ethnic origin, religion, sex, sexual orientation, gender identity, or socioeconomic background. We will make accessibility accommodations for individuals with disabilities to the fullest extent possible. As an institution and as individuals we recognize that we have the responsibility to actively change the power differences that perpetuate biases against historically underrepresented groups. Our inclusion efforts are a dynamic process. We welcome your experience and invite your input on how our school community can continue to evolve.*

Please send your resume and a cover letter expressing why you are interested in joining the Middle Way School to [careers@middlewayschool.org](mailto:careers@middlewayschool.org).