



## Organizational Background

The Independent School Alliance for Minority Affairs (ISA) is a leading organization in private school admissions counseling and placement. It was founded by its member schools for the purpose of placing underrepresented students of color at the elementary and secondary levels of independent schools. Since 1985, we've provided access and opportunities to thousands of students across Southern California. Our students become exemplary members of their independent school communities, and very often, our member schools comment that their campuses are better places because of the presence of ISA students. Once placed, ISA offers its students a sense of community, peer support, and ever-expanding post-placement services and a host of leadership development opportunities. ISA's one million dollar annual operating budget is raised each year from private sources, including its very generous 15-member Board of Trustees. ISA has 7 full-time employees as well as part-time interns and seasonal teachers to deliver the mission. While ISA is based in the Culver City area, the organization also makes extensive use of member school space.

## Position Summary

In concert with the Executive Director, this senior-level leadership position will take an active role in administrative aspects of the organization, including developing and overseeing programming budgets, reporting to funders, and assuring that projects stay on schedule and achieve mission goals. The Assistant Director of Admissions and Programs plays a critical role in developing policies and procedures that promote the organization's strategic plan and improve the quality of the services offered. Additionally, the Assistant Director will also successfully manage all aspects of the organizational [Memorandum of Understanding](#) to support our students, families, and member schools. The Assistant Director of Admissions and Programs will be responsible for directing the processing and evaluation of all student applications. Additionally, the Assistant Director of Admissions and Programs is responsible for developing and directing a support services program that promotes student development, engagement, learning, and academic success for all ISA students. Finally, the Assistant Director of Admissions and Programs is responsible for the development, delivery, and evaluation of support programming for ISA member schools. The Assistant Director of Admissions and Programs provides leadership and management by supervising a staff of 3 full-time staff members, provides recurring training for staff, and creates and maintains training manuals and best practice guidelines (BPGs).

## Admissions

Reporting to and in collaboration with the Executive Director, the Assistant Director will successfully manage the admission process each year to ensure all families are treated with dignity and respect and that all applications are processed properly, adhering to all ISA policies and procedures. Responsible for setting the work priorities in consultation with the Executive Director. Sets standards of work excellence and promotes the development of employees. Establishes productivity goals, timelines and work requirements in consultation with the Executive Director to ensure timely response to all constituents. Prepares and conducts employee evaluations. Clearly communicates with employees on all Admissions priorities and policy changes. Ensures all admission decisions are completed in a timely manner. Utilizes and prepares Admissions queries and reports for the distribution of work, forecasting and data analysis. Responsible for the development of various Admissions communications, internally and externally.

## Student Support Programming and Member School Support Programming

Reporting to and in collaboration with the Executive Director, the Assistant Director will successfully represent ISA in the community and with all educational constituents to enhance student and program growth. In consultation with ISA staff, families, and member schools, design, implement, and evaluate a holistic

case-management system that incorporates best practices in providing guidance and support to underserved and underrepresented populations and helps ISA students successfully complete their independent school journey by ensuring the highest level of service orientation delivery. Assess and evaluate the effectiveness of all current programs and service delivery. Oversee the creation of innovative resources to meet the needs of a student and family body that ranges from pre-kindergarten - grade 12. The Assistant Director is responsible for the development and initiation of screening, tracking, notification, support and follow-up guidelines for students enrolled in member schools.

In collaboration with the Executive Director, the Assistant Director is responsible for personnel including hiring, training, supervising, evaluating and holding accountable staff as well as resolving personnel issues. Provides professional development and guidance to staff through meetings.

### Required Education and Qualifications

- Bachelor's Degree in related field and five years of experience or an equivalent combination of education and related experience.
- Familiarity with Blackbaud or other customer relationship management (CRM) software that is used to manage large online admissions processes.
- Experience successfully working with Students of Color (primarily African-American and Latinx) a plus
- Independent school experience a plus

### Pay and Benefits

The Independent School Alliance strongly believes in selecting the best candidates to work with our students, families, and member schools. Our salaries are commensurate with education and experience. As a part of your offer you can expect to receive the following benefits:

- Medical, Dental, and Vision benefits (percentage employer-sponsored)
- 403B/Retirement Plan (with an employer-matching component)
- Transportation Benefit Plan
- Vacation/Time-Off Package
- Flexible Schedule

### Application Instructions

Qualified applicants are asked to submit a letter of interest, resume, and contact information for three references in a single PDF or MS Word file to Rob Evans via [isajobs@independentschoolalliance.org](mailto:isajobs@independentschoolalliance.org).

**The Independent School Alliance for Minority Affairs is an Equal Employment Opportunity (EEO) employer and does not discriminate on the basis of race, color, national origin, religion, gender, age, veteran status, political affiliation, sexual orientation, marital status or disability (in compliance with the Americans with Disabilities Act) with respect to employment opportunities.**