



Job Position : Enrollment Coordinator

OUR SCHOOL

An Urban School With Heart: Berkeley Rose Waldorf School is a vibrant, metropolitan school, located in Berkeley/Oakland, California, with access to the greater San Francisco Bay Area and stunning nature in every direction. Our families and faculty are innovative and passionate about providing a holistic education for children.

Founded in 2009, our school serves approximately 150 students from Nursery programs through 8th Grade, along with parent-child classes and parent education events for the local community.

We welcome students, families, faculty, and staff of all races, ethnicities, countries of origin, cultural, religious, ideological and political affiliations, socio-economic backgrounds, gender identity, sexual orientation and any other articulation of human identity. We offer the gifts of Waldorf education to children growing up in highly technologized culture sorely in need of a developmentally appropriate education that centers on what it means to be a human into the future. The Berkeley Rose faculty strive to model a lifelong love of learning and to support the individual journey of every child.

ABOUT THE ROLE

You will work in collaboration with faculty and staff to attract and retain students and families in our community. You provide the guidance and support for families and their children to transition smoothly into our community. Your capacities and work will help Berkeley Rose Waldorf School to thrive. We are a community of faculty and staff who welcomes your work, supports the tours for prospective families and appreciates all that this role means for our well being and growth. As the first person prospective families meet you are key in the building of a relationship with them. You will manage and implement an admissions process that fully aligns with the needs and values of the school and the families it serves so that we continue to have a thriving school.

Compensation & Benefits: This is a Full time salaried position (exempt). Annual salary range of \$67,000-\$71,000. Berkeley Rose Waldorf School offers a generous employee benefit program, including support for professional development, full tuition remission for enrolled children, medical and dental plans, paid vacation, personal time off and sick leave. This is a year-round, onsite

administration position that includes 19 individual paid holidays each academic year. In addition full time exempt non-faculty employees accrue 20 vacation days (160 hours) which are usually taken in the summer. You also are entitled to 7 sick days and up to 3 personal days. Hours are generally 8 am - 4 pm and include some Saturdays.

Preferred Start Date: May 15, 2025

Primary duties and responsibilities of the position include:

Enrollment & Admissions Coordinator

- Design, plan, and implement an admission strategy for each school year with specific goals and that aligns with the school's financial and enrollment timelines.
- Respond to all inquiries from prospective families and manage creation and revision of data and applications with faculty input
- Create, maintain and update enrollment spreadsheets including Enrollment Roster, Immunization Roster, Tracking Application Roster
- Track, follow-up with and maintain relationships with all prospective families through and along the enrollment process
- Write and send Decisions Letters
- Work closely with the Business Manager and Tuition Committee regarding tuition adjustment applications and notifications
- Review all student contracts and ensure they are implemented on a timely basis
- Oversee Open House and tour schedules for both Early Childhood and Grades (some take place on Saturdays)
- Attend and supervise all tours and open houses; coordinating faculty and parent volunteer participation at these events (some take place on Saturdays)
- Assist with Inreach events and tours.
- Organize special events for our transition classes - Rising Kindergarten, Rising 1st Grade and Rising 6th grade.
- Plan and host orientation events for newly enrolled families
- In coordination with School Director, produce timely reports for the Board of Directors regarding pipeline updates and enrollment projections vs. actuals
- Co-create and execute email, newsletter and other communications strategies in coordination with Outreach coordinator and Information specialist.
- Collaborate with Outreach Coordinator with regard to marketing and strategy

- Provide enrollment projections to the School Director and Business Manager for budgeting purposes and assist in the budget development process as needed
- Attend all-faculty meetings minimum once a month and as needed to coordinate and communicate enrollment activities
- Complete annual enrollment surveys for both BADA and NAIS
- Build relationships with feeder nurseries and other independent schools, including liaising with BADA and NAIS
- Work with Early Childhood faculty in the spring to ensure that class rosters are finalized in June and communicate class placement and Afternoon Program details to parents

Registrar

- Maintain student records and transcripts
- Request and maintain student health records both physically and online
- Follow-up with parents regarding outstanding immunizations to ensure State and Federal compliance
- Receive transcript requests and teacher recommendation requests. Send out necessary documentation and follow up with faculty
- Send out transcript requests and teacher recommendation requests on behalf of prospective and newly enrolled students
- Assist the High School Counselor with 8th grade applications to private high schools, i.e. proofread report cards, teacher recommendations and ensure that transcripts are sent in a timely manner for each student

Member of the Administrative Team

- Uphold the values, mission, and vision and promote the programs of BRWS
- Facilitate and monitor as necessary policies and procedures for the school
- Assist faculty with administrative tasks as needed
- One day a week - Open campus (when arriving at 7:45am) including; assisting arriving students at curb & front desk, ensuring student supervision, and facilitating safe drop-off
- Manage and/or support—in collaboration with admin team, faculty, and parent volunteers—school festivals and events such as Harvest Faire, Winter Wander, Experience Waldorf, May Faire, Grandparents & Special Friends Day, Rainbow Day, Graduation
- Support teachers with student/classroom supervision on occasion, if needed
- Close campus and provide support to the after school program (when closing at 5:30pm) including locking all doors and windows (on rotation in Admin, generally one day a week)

Meetings

- Meeting with Faculty & Staff of the School as requested.
- Attending All Staff meetings (at least once a month).
- Weekly Administration meetings (during school)

QUALIFICATIONS

- Outstanding communication skills including writing, listening and responding with respect and warmth.
- Strong organizational and computer skills.
- A familiarity with or a willingness to learn about Waldorf education.
- Ability to work collaboratively
- Interest and commitment to supporting students, faculty and families in our striving to create a culture of inclusion and belonging for all.
- Bachelor's or equivalent experience
- Completing all the necessary trainings required (such as First Aid, Mandated Reporting Training, TB test, Fingerprinting, and may include others)

NEXT STEPS

If you are interested in applying or learning more, email siva@berkeleyrose.org

Please include "Job Application" in the subject line of your email.

To apply, please include:

Cover letter expressing your interest in the position

Current resume

List of three professional references with name, relationship, phone number, and email (references will not be contacted without your permission)

We look forward to hearing from you!