



Columbus School for Girls
Columbus, OH
Opening for

Director of Admission

July 2012

Columbus School for Girls (CSG) invites nominations and applications for its position of Director of Admission. It is anticipated that an appointment will be announced in March 2012 with the position responsibilities beginning July 1, 2012.

The School

Located in Columbus's east side residential community of Bexley, Columbus School for Girls is an independent, girls' day school founded in 1898, enrolling approximately 610 students in its Program for Young Children through Grade 12 (Form XII). The total faculty and staff number 100 members.

Since its beginning in 1898, the school has devoted its people and programs to its founding principles:

- Quality education for girls and young women
- Challenging preparation for college
- Supportive relationships
- Diversity
- Excellence in all endeavors



Columbus School for Girls is accredited by the Independent Schools Association of the Central States (ISACS) and holds memberships in the National Association of Independent Schools (NAIS), the National Coalition of Girls Schools (NCGS), and the Ohio Association of Independent Schools (OAIS). Additional accreditation is provided for programs in the early ages by the National Association for the Education of Young Children.

The Position

The Director of Admission oversees all areas of the school's enrollment and financial aid awards including:

- Enrollment management
- Recruitment
- Admission Testing
- Admissions application and review
- Student Orientation
- Reenrollment facilitation
- Marketing
- Financial need information and awards

CSG enjoys an admission team that is composed of the Director of Admission, two part-time Associate Directors, and an Admission Assistant.

Within the Columbus community, Columbus School for Girls benefits from a strong academic reputation and is seen as one of the city's top independent schools. While there are strong public school options, families are attracted to CSG for its small classes, its sense of community, and its focus on the education of girls and young woman. Other independent schools in the area are Columbus Academy and The Wellington School, both of which are coeducational. Good working relationships among the admission

offices of these three schools result in healthy collaboration. For example, any young person can participate at any of the ISEE testing sessions. Among the three schools approximately 15 exam times are offered. Coordination of notification and reply dates is another way the schools work together to help families manage the spring admission decisions.

For Columbus School for Girls, the greatest numbers of inquiries and enrollments are in the Program for Young Children (PYC - ages three through Kindergarten) and Lower School, Grades 1 and 5. Offering for the youngest children its Parents And Children Together (PACT) program, half and full day Pre-K for ages three through five, and a full day Kindergarten, the PYC enrolls approximately 70 children. In Lower School, there are two sections at each grade level with the exception of Grade 5, where there are three. Another popular entry into CSG is at Grade 6 as students leave the local public elementary schools and enter Middle School. This year, ten new students enrolled at this grade level. Ninth grade is also a major entry point and welcomed 15 new students for the 2011-2012 school year. The overall student to faculty ratio at CSG is 9 to 1.

Enrollments by Grade	
PYC	70
Lower School	179
Grade 1	28
Grade 2	35
Grade 3	32
Grade 4	38
Grade 5	46
Middle School	151
Grade 6	46
Grade 7	46
Grade 8	59
Upper School	209
Grade 9	48
Grade 10	51
Grade 11	60
Grade 12	50
Total	609

Current Year Admission Statistics	
Total New Student Enrollments	90
Attrition	7%
Students of Color	24%
Students receiving Financial Aid	23%
Financial Aid awarded	\$1,469,911

Admission Decisions

While the comprehensive admission responsibility rests with the Admission staff, decisions regarding acceptance are determined by a joint committee of faculty and administrators. There is a separate Admission Committee for each division. Each committee is composed of the Division Director, two or three faculty members from the division, the Director of Admission, and the Head of School. The completed file presented to this Committee for consideration includes:

- Application and questionnaire
- Records from previous schools
- Teacher recommendations
- Attendance records
- Previous standardized testing results
- CSG screening or testing results
- Observations from campus visits and interviews



Admission Activities

Although a significant portion of the Admission staff activity is spent directly with applicants and their families, equal attention is directed to student recruitment and marketing. The Admission Director is fortunate to be able to work closely with the school's Communications Office members who take the lead in a variety of online, print, and social media marketing initiatives. For example, a city resident may find a CSG ad while paging through a Playbill during his/her evening at the theater, or find stories and videos about or made by our students on facebook, Twitter, and YouTube .

The Admission Office, however, spearheads all of the school's recruitment efforts. Three open houses are hosted during the fall and winter. Many of the prospective students come to campus for visitation days. A recent addition to recruitment efforts is the Admission Student Leadership Council: a group of 20 students, whose members serve as tour guides, student bloggers, and video producers for a soon to be released admission video. The search for new avenues to attract families to CSG is a continual priority for Admission. Word of mouth, while a great recruitment tool and one of the school's most effective, needs to be expanded with new and innovative initiatives in order to spread the story of Columbus School for Girls throughout the greater Columbus area.



Financial Aid

Information regarding financial aid and the notification of those awards is a responsibility of the Admission Office. A small group of administrators deliberate financial aid awards after careful assessment 1) a computation of recommended family tuition contribution provided by The School and Student Service for Financial Aid (SSS) and 2) the additional financial data that families submit to CSG through tax documentation. All awards are need-based. Although given at all levels, the greater number and amount of awards are afforded to students in grades 6-12.

Academic Environment



The academic program at Columbus School for Girls is based on the traditional core subjects of a liberal arts education. Creativity, inquiry, risk taking, hands-on learning, thoughtful decision making, and collaboration are fostered as the girls are prepared for the challenges of the 21st century. There are rich offerings in mathematics and science throughout each division, with an introduction to Robotics in Lower School and a nationally competitive Upper School Robotics team. Strong language development, writing skills, and reading proficiency are stressed, and the visual and performing arts are offered at each grade level.

CSG offerings go much beyond the basics. Global education is addressed. For example, in addition to Spanish, German, and Latin, Mandarin Chinese is taught. Although the school is a day school, it enrolls a small group of international students. CSG students are tech savvy with access to well-equipped technology labs; SmartBoards are in most classrooms; and a Tablet PC is a part of each Upper School girl's

backpack. Topics of environmental sustainability occupy conversations between students and faculty. Added to the curricular opportunities which account for the school's strong academic program, a recently implemented block schedule provides extended instructional times and greater opportunity for in-depth study and independent work.

Programs and Extracurricular Offerings



A major hallmark of CSG is its Honor Code. Mutual respect, honesty, and academic integrity permeate the girls' day-to-day experiences and contribute to an environment which is based on trust. Weekly chapels provide students and faculty time to share concerns and aspirations and also serve as forums for community announcements and recognitions. The "coming together" of students, faculty, and administrators is one of the ways the school nurtures its much valued sense of community.

There are extensive extracurricular offerings for the girls. Club activities provide opportunities to participate in specific interest areas. Each CSG student is involved in community service. Competition in athletics begins in the Middle School and extends to eleven competitive sports by Upper School: field hockey, soccer, basketball, volleyball, golf, tennis, track, cross country, swimming, diving, and lacrosse. Extracurricular involvement in the arts adds performance opportunities to complement classroom instruction. And then there are the CSG traditions such as Red and Gold Day, Big and Little Sisters, the Scholarship Walk, and special holiday events which help to develop the strong community spirit found at Columbus School for Girls.

Faculty

The CSG faculty members bring over 18 years average teaching experience to their classrooms. A majority of its faculty members have Master's degrees, and 20% hold doctorates. In expressing what keeps them at Columbus School for Girls, faculty members cite their relationships with the students and the strong work ethic that the girls bring to their academic classes. Teachers appreciate their autonomy. They find CSG to be a place where they can define their courses of study. In addition to working directly with the administration, faculty members also work in coordination with Department Chairs to address issues of departmental curriculum, scope and sequence, class assignments, and student life.

Administration

The Director of Admission reports directly to the Head of School, and will join a leadership team consisting of the Head of School; Director of Business and Finance; Division Directors for PYC, Lower, Middle, and Upper Schools; and the Director of Development and External Affairs. The leadership team's meetings, usually on Tuesdays, provide oversight and coordination for this busy PK – 12 community. Additional bi-weekly meetings with the Division Directors provide the Admission Director essential information in working with reenrollment management; issuing student contracts; planning Admission open houses; coordinating calendars; and staying current with a dynamic, busy school environment.



The Campus



CSG is located in Bexley, a pleasant east side residential neighborhood of the city of Columbus. The school moved to its 8-acre Bexley setting in 1953 and is a short 10 minutes from downtown. In addition to this main campus, CSG has a 70-acre complex, the CSG Kirk Campus, which is only a few minutes from Bexley and provides athletic facilities and other outdoor activity areas including a nature trail, and 100 wooded acres located only 3 miles from the school.

In 1992, the school dramatically changed the face of the Bexley campus, adding a large academic building and an early childhood complex. Recently, it has initiated a \$17m capital campaign which has enabled the current campus construction and renovation: Wellness and Fitness Center, Aquatics Center, Dining Room, and Performing Arts Center.

The New Director of Admission

In initiating its search for its Director of Admission, Columbus School for Girls seeks an experienced independent school admission professional. Among those skills and talents desired are the following:

- Experience in and knowledge of the independent school admission environment
- Understanding of students from the youngest children through Upper School
- Appreciation and excitement for single gender education for girls and young women
- Ability to communicate that passion to CSG's prospective students and families
- Familiarity with admission testing at various age levels
- Knowledge of financial aid and the ability to work effectively in its distribution
- Creativity and innovation to further the school's marketing and recruitment activities
- Effective and engaging communications (listening, writing, and speaking) and interpersonal skills with prospective students, parents, and professional colleagues
- Strong organization skills
- Exact attention to the essential details involved in office management, event planning, and record keeping
- Ability to deliver difficult decisions with care and compassion
- A visible enthusiasm for work in admission and at Columbus School for Girls



Application

Interested candidates are asked to contact the school's search consultant:

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The Education Group

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214-696-3692 or 800-369-9102

Materials required to complete the application process include a letter of interest, current résumé, list of 5 references, and a statement presenting the elements that define a successful independent school Admission environment. Credentials will be evaluated as received, with priority given to those candidates whose materials are presented by February 15, 2012. It is anticipated that an appointment will be announced by the end of March, although position responsibilities will not begin until July 2012. A competitive salary and benefits package will be offered.



CSG is an equal opportunity employer and affirmatively seeks diversity in its workforce and recruits qualified applicants and advances in employment its employees without regard to race, religious creed, color, national origin, ancestry, physical or mental disability, cancer-related medical condition, marital status, sex, age, Vietnam-era veteran status, sexual orientation, or any other category protected by law.