



**St. Peter's School**  
**Director of Enrollment Management**

St. Peter's School is looking for a leader. We are looking for a person who understands and loves school and who advocates for learning, children, and the value of relationships. We are looking for a Director who appreciates and strives to create a diverse and inclusive community, a person who is aware, and intelligent, sees challenges and mistakes as opportunities, and enjoys being in a playful work environment where everyone is encouraged to be themselves, and learning is paramount.

The Director of Enrollment Management is a leader within the School and in the broader Philadelphia educational community. They are a passionate storyteller, keeping the traditions and core values of the School alive while engaging students and families in what is next in education and at St. Peter's School. They love watching children thrive in school and in their own learning. An important member of the School's administration and leadership team, the Director is integral in the life of the School, retention, and cultivation of families at the School, and critical in bringing new right-fit families and students into the vibrant and diverse culture we have here.

The Director works with everyone... in the School, in the neighborhood, and the broader admissions community in the Philadelphia area. Developing partnerships, engaging feeder schools, and establishing connections with local organizations to support our efforts and bring the city to our School.

Who would be a good fit? The Director of Enrollment Management is an empathetic, authentic, and warm person who understands school culture, personalized learning, and the importance of relationships. Working with the admissions team, the Director builds the foundation of the School with every interaction, on the phone, on a tour, or in the community. Strategic thinking, creative solutions, evaluator of quality, and a fun person to work with, the Director is the "face" of the School, and plays a central role in creating the culture through a diverse and inclusive population.

SPS employees are committed to their own professional growth; as such, they pay attention to the research and innovations that impact teaching and learning. All employees are expected to be flexible, nimble thinkers in support of the school's strategic goals and daily commitment to academic and ethical excellence.

St. Peter's School seeks to hire employees who will support and implement the school's mission and community code. St. Peter's employees are known and appreciated for being compassionate, collaborative, and dedicated professionals who treat their colleagues with respect and who take seriously the daily care of SPS students. All employees, regardless of their role or title, are mission-driven, in vigorous pursuit of excellence, and focused on student well-being and moral development.

Salary to be determined based on experience. Interested candidates should contact Diane Scirrotto at [dscirrotto@st-peters-school.org](mailto:dscirrotto@st-peters-school.org) to set up a conversation about the position.

*St. Peter's School is an equal opportunity employer and does not discriminate on the basis of race, color, religion or creed, national or ethnic origin, gender, gender identity, sexual orientation, genetic background, age, disability, or military service in its hiring, employment or other programs and activities.*