



Island School

Director of Enrollment Management

LOCATION

Līhu'e – Kaua'i, HI

PRIORITY DEADLINE

May 10, 2025

Applications will be reviewed on a rolling basis, and position will remain open until filled

START DATE

Flexible, July 1 –
September 1, 2025

ON-SITE FINAL ROUND

Late May – Early June

DECISION ANNOUNCED

June 2025

SALARY RANGE

\$85,000 - \$115,000

depending on experience

REPORTS TO

Head of School



OUR MISSION

Educating the mind,
inspiring the heart.



Preparing Kaua'i youth
to lead lives of significance.

Summary

Located on a 38-acre campus in Līhu'e, Island School enrolls 488 students in grades PK-12 and offers a traditional well-rounded private school structure while providing an unrivaled, yet unpretentious college-preparatory educational experience for families on the island of Kaua'i. The student body represents communities from across the island, from as far north as Hā'ena to as far west as Kekaha. They work hard for their academic achievement and to fulfill their promise. In accordance with our mission, we strive to guide our students with an education that is not only rich in academic content, skill development, the arts, athletics and wellness, but also deeply rooted in place, as well as the Hawaiian values of ho'ihi (respect), kūlia i ka nu'u (striving for the summit), kuleana (personal responsibility), 'ike loa (learning and wisdom), pa'ahana (hardworking), lōkahi (teamwork and collaboration), ho'omau (perseverance), and mālama (stewardship).

Island School seeks a director of enrollment management (DEM) to oversee the strategic and operational components of the school's enrollment, re-enrollment, student recruitment, and financial aid. Building upon the existing strengths of the admission office, the DEM facilitates an enrollment management mindset among school leadership and conducts research to ensure the school achieves enrollment goals established by the board of directors and head of school. The DEM is also a strategic partner to the CFO and board of directors' finance committee, and participates in tuition setting and financial aid strategy. Ideal candidates will be attentive to the unique demographics of Kaua'i, eager to expand the footprint of Island School's market position, and a warm and engaging spokesperson for the school. The DEM reports directly to the head of school and serves as a member of the senior leadership team. Island School looks forward to welcoming the director to start later this summer.





A Brief History

Island School was founded in 1977 by seven women who wanted to create a high-quality independent education option on Kaua'i. In 1991, the school relocated to Līhu'e on 10 acres donated by AMFAC/JMB Hawaii, facilitating accessibility to students island-wide. The campus has since grown, incorporating additional programs such as pre-kindergarten, and fostering collaborations like Ho'oulu I Ke Ola O Na Pua with Kamehameha Schools to support Native Hawaiian students. Island School prioritizes diversity, offering financial aid to over half of the current students to ensure access to a private education on Kaua'i.

Key Stats

FOUNDED IN 1977
38 acres
35 classrooms
20 acres of playing fields

ENROLLMENT 488
178 PreK-5th
143 Middle School
167 High School

Student-teacher ratio is **11:1**, with an average class size of **20**

95% of students attend 4-year colleges over last 5 years

83 staff with degrees from over **40** colleges and universities

51% of families receive financial assistance

ACCREDITATION Western Association of Schools and Colleges (WASC)
Hawai'i Association of Independent Schools (HAIS)
National Association of the Education of Young Children (NAEYC)

2024-2025 OPERATING BUDGET

\$9.7M

ENDOWMENT

\$1.9M

FINANCIAL AID BUDGET

\$2M

2025-2026 TUITION

Pre-K **\$13,937**

K-12 **\$20,874**

www.ischool.org



The School's Community



Students & Families

Island School, known as Home of the Voyagers, serves students for as many as 14 years. The school's main entry points are Nā Pua Keiki (Pre-K), Kindergarten, 6th Grade, and 7th Grade. Families represent fifth generation Kaua'i residents to others who moved within the last year to the Garden Island. The Island School 'Ohana Association promotes family-school communication and encourages family participation in classroom activities and field trips as well as school events.

Faculty & Staff

Island School has over 80 dedicated professionals from diverse educational backgrounds, offering valuable experiences for students and fostering a collaborative atmosphere among staff. The school prioritizes professional development, and provides teachers the autonomy to innovate in their teaching methods. Efforts to reduce faculty turnover, including addressing compensation issues, are underway through collaboration with the new head of school and the board of directors.

Facilities

Island School's campus features separate areas for pre-kindergarten, elementary, middle, and upper school students, along with a new classroom building that opened fall of 2023, an administration building, gymnasium, center for Hawaiian studies building, and a multi-purpose main hall. The campus also offers teaching gardens, an arts center, a smaller gym, outdoor basketball courts, and extensive playing fields, including both soccer and baseball fields. Pre-kindergarten classes are held on the Kaua'i Community College campus through a collaborative partnership.



**Nancy
Nagramada**
Head of School

Nancy joined Island School as the head of school in the 2023-2024 school year. She has 31 years of academic experience in a variety of educational settings on both the East and West Coasts. Previously, she served as the Assistant Head of School and Head of Middle School at The San Francisco School and as a teacher, administrator, and residential faculty member during her 14-year tenure at The Athenian School in Danville, California. She received her Masters of Arts in Education Administration from Teachers College, Columbia University, and Bachelor of Arts in Anthropology and Education from Hunter College.

We invite you to [watch our interview](#) with Nancy, who discusses the importance of hiring a strategic and mission-aligned director of enrollment management.



Duties

Enrollment Management Strategy

- Provide leadership in enrollment management, which includes admission, marketing, and recruitment and direct the process of attracting, enrolling, and retaining students at Island School.
- Set annual enrollment and admission goals, in accordance with the school's mission to promote gender economic, racial, and ethnic diversity in the student body, based on enrollment goals set by the head of school and board of directors.
- Formulate an annual admission and enrollment action plan, with specific goals and objectives outlining tactics, which includes an active marketing and recruitment strategy.
- Attend board of directors' meetings when appropriate, participate in strategic planning and keep the Board fully apprised of the school's enrollment management endeavors.
- Use data analysis and demographic insights to track trends, guide decision-making, and ensure enrollment targets are met.
- Build and maintain relationships with Kaua'i schools, community partners, educational organizations, counselors, and consultants.

Admissions Operations

- Maintain statistical and trend data related to admission and enrollment, and present to the senior leadership team, board of directors, and faculty on at least an annual basis.
- Organize and administer the school's financial aid program and budget in collaboration with the CFO and head of school, including ensuring all formal documentation is completed by all applicants in a timely manner.
- Manage new student enrollment and the reenrollment of current students in close connection with the business office and assist the division directors with retention efforts.
- Organize admission committee input on all applicants with division directors, including clear and consistent communication about deadlines and notification expectations.
- Direct the entire application review process, and assign reading and committee assignments to admission staff and faculty representatives.
- Oversee all on-campus visitation programs-including interviews and spring accepted student programs.

General Leadership & Administration

- In conjunction with the head of school and director of communications, develop and implement strategic marketing ideas and oversee the management of admission marketing materials, including the admission's section of Island School's website and social media and all applications material aligning with current "style guide" expectations.
- Supervise one employee in the admission office, providing professional growth opportunities and day-to-day guidance.
- Represent the admission office and school at public events, on and off campus.
- Manage the admissions budget and provide regular reports on enrollment trends, financial aid, and recruitment outcomes.
- Report directly to the head of school and participate as an active member of the senior leadership team.
- Participate actively in the daily community life of the school and perform other duties as assigned.



Qualifications & Qualities

Professional Qualifications

- Bachelor's degree required, Master's degree preferred
- Experience in admissions or enrollment management in PK-12 setting preferred
- Demonstrated ability to manage multiple projects simultaneously and coordinate the work of a team
- Experience working in Hawa'i and/or Kaua'i, and/or familiarity with local independent school enrollment trends and market dynamics preferred

Leadership & Personal Qualities

- Exceptional communication skills, both written and public speaking, with the ability to connect with diverse audiences
- Organized and detail-oriented, with robust analytical and problem-solving skills to manage multiple priorities effectively
- The ability to calmly and empathetically address a wide range of constituents including current and prospective students, families, faculty, staff, and community members
- A collaborative and strategic mindset with the ability to foster interdepartmental communication and authentic relationships
- Good judgment and discretion, and the ability to handle sensitive information with tact and confidentiality
- An eagerness to actively participate in the full life of an independent school, including admissions, development, and community events that may occur outside of standard working hours





How to Apply

12M Recruiting is acting on behalf of Island School to identify exceptional enrollment leaders to fill this extraordinary opportunity. Please direct any inquiries to:

jobs@12MRecruiting.com

Applications submitted by **May 10** will receive priority review.

All applications must be submitted online:

www.12MRecruiting.com/jobs/IS/DEM

An application requires submitting four PDFs:

- Cover letter introducing yourself to the Island School search committee
- CV or résumé
- A list of four references (include each person's name, organization, title, phone number, email, and connection to you — though we will not contact any references without obtaining your written permission first)
- A response to the following prompt:

In no more than one page, describe how you would approach attracting new families to Island School. What considerations would you have, and what factors would you want to understand about the local market?

Island School is an equal opportunity employer. The School strives to provide equal employment opportunity to all applicants and staff in accordance with sound employee relations practices and federal and state laws. Our policy prohibits discrimination and harassment because of race, color, religion, sex (including gender identity or expression), age, national origin, ancestry, marital status, arrest and court record, reproductive health decision, disability, genetic information, sexual orientation, domestic or sexual violence victim status, credit history, citizenship status, military/veterans status, or other characteristics protected under applicable state and federal laws, regulations, and/or executive orders. This policy applies to all aspects of the employment relationship, including hiring, promotions, training, discipline, compensation, working conditions, and benefits.

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