



Director of Admission and Financial Aid

LAKESIDE SCHOOL

Seattle, Washington

Founded in 1919, Lakeside School is an independent coeducational day school offering a broad curriculum in the liberal arts for a talented, highly motivated, and broadly diverse student body numbering 853 in grades 5–12. Among the defining features of Lakeside School is its intentional focus on developing young adults who will exercise wisdom, compassion, and leadership in a global society. Lakeside’s faculty and administrators continually create, evaluate, and refine programs that support the school’s unwavering commitment to academic excellence, global education, equity, and inclusion.

One of the nation’s leading independent schools, Lakeside School prepares students for the most selective colleges and universities. Lakeside’s reputation for academic excellence is further distinguished by its unparalleled experiential learning programs, which include outdoor education, local community service activities, and international service learning.

Located on two well-equipped campuses 10 miles north of downtown Seattle, Lakeside’s exceptional facilities, programs, and people are well supported by its \$233 million endowment.

Although not a boarding school, Lakeside embodies many of the characteristics of a residential environment, with faculty who are deeply invested in the life of the school and students who are often on campus late into the evening. The warmth and

depth of the relationships between teachers and students constitute a major strength of the school. Teachers and administrators enjoy a collaborative and collegial atmosphere and benefit from the school’s extraordinary commitment to their professional growth.

Acting on behalf of Lakeside School, Wickenden Associates is actively recruiting highly experienced admissions professionals for this premier independent school leadership opportunity. For a position to begin in July 2019, the school seeks a visionary and creative leader to oversee the Office of Admission and Financial Aid. The successful candidate will be energized by Lakeside’s mission and exceptionally well qualified to continue its legacy of excellence.



Application deadline: March 13, 2019





LAKESIDE'S MISSION AND VALUES

The mission of Lakeside School is to develop in intellectually capable young people the creative minds, healthy bodies, and ethical spirits needed to contribute wisdom, compassion, and leadership to a global society. We provide a rigorous and dynamic academic program through which effective educators lead students to take responsibility for learning. We are committed to sustaining a school in which individuals representing diverse cultures and experiences instruct one another in the meaning and value of community and in the joy and importance of lifelong learning.

VITAL STATISTICS

FOUNDED: 1919

ENROLLMENT: 853

Middle School (grades 5–8): 272

Upper School (grades 9–12): 581

STUDENTS OF COLOR: 57%

FACULTY: 100, 73.5% with advanced degrees

AVERAGE FACULTY TENURE AT LAKESIDE: 10 years

FACULTY OF COLOR: 24%

LOCATION: Two campuses 10 miles north of downtown Seattle

ENDOWMENT: \$233 million

TUITION: \$36,340

NEED-BASED FINANCIAL ASSISTANCE: \$7.2 million to 32% of student body schoolwide

ACCREDITATION: Pacific Northwest Association of Independent Schools, Washington State Board of Education

MEMBER: National Association of Independent Schools, Global Online Academy

ON THE WEB: www.lakesideschool.org

DEFINING QUALITIES AND UNIQUE ATTRIBUTES OF LAKESIDE SCHOOL



As one of the nation's premier independent schools, Lakeside takes seriously its responsibility to prepare talented young people to thrive within and contribute to a global society. Lakeside is a competitive, non-stop, high-energy community with an entrepreneurial spirit and appreciation for individualism and eccentricity. Personal responsibility is emphasized, and both freedom of expression and a high level of intellectual discourse are prized.

Ably led since 1999 by Head of School Bernie Noe, Lakeside has long operated at the forefront of thoughtful educational innovation. A pioneer in educational technology and international service learning, Lakeside was also a driving force in the creation of the Global Online Academy, a consortium of more than 90 of the world's leading independent schools, whose mission is to reimagine learning to empower students and educators to thrive in a globally networked society. Lakeside's latest innovative venture is The Downtown School, which opened in fall 2018 and offers a high-quality academic education to students in grades 9–12. Though affiliated with Lakeside, the school offers a different educational model, admissions process, and student life program in a more central Seattle location and at a lower tuition rate of \$18,200.

THE STUDENT BODY

Lakeside students are a diverse, independent, talented, serious, and ambitious group, characterized by intellectual strength, curiosity, creativity, motivation, and self-discipline. Admission to the school is highly selective; Lakeside this year accepted only 12 percent of the 1,263 students who applied. New students came from 230 sending schools, with 46 percent enrolling from a public school. Fifty-seven percent of Lakeside students identify as students of color.

This year, \$7.2 million in need-based aid was awarded to 32 percent of the student body. Financial assistance for recipients extends beyond tuition and covers additional school-related

costs that may include food, books, transportation, laptop, and athletics and arts trips. Lakeside is also a founding partner of Rainier Scholars, which supports hardworking, low-income students of color through a program that combines rigorous academics and leadership development with personalized support for scholars and families from sixth grade through college graduation. Forty-two Rainier Scholars are currently enrolled in the school.

Lakeside's excellent college counseling program actively encourages students to seek out college options appropriate to their aptitudes and interests. Many in each class enroll at the nation's most selective colleges and universities. Among the 147 students in the Class of 2019, 37 were National Merit Semifinalists and more than half of the class was recognized. The mid-50% range of SAT scores for that class were 710–760 Reading and 710–790 Math. The mid-50% Composite ACT range was 32–35.



Over the past five years, five or more Lakeside graduates have matriculated at each of the following colleges and universities:

Amherst College
Barnard College
Boston College
Bowdoin College
Brown University
Carnegie Mellon University
Claremont McKenna College
Colorado College
Columbia University
Cornell University
Dartmouth College
Duke University
Emory University
Georgetown University
Gonzaga University
Harvard University
Harvey Mudd College

Johns Hopkins University
Middlebury College
Massachusetts Institute of Technology
New York University
Northeastern University
Northwestern University
Occidental College
Pitzer College
Pomona College
Princeton University
Santa Clara University
Scripps College
Smith College
Southern Methodist University
Stanford University
Swarthmore College

Tufts University
Tulane University
University of California Berkeley
University of Chicago
University of Notre Dame
University of Pennsylvania
University of Southern California
University of Washington
Vanderbilt University
Washington University
Wellesley College
Western Washington University
Whitman College
Williams College
Yale University

THE FACULTY

Lakeside faculty members are distinctive for their intellectual power, their creativity, their professionalism, and their fierce loyalty to the school and its students. The 100 full- and part-time members of the faculty, of which the vast majority hold advanced degrees, thrive in an environment of very high expectations for adults and students alike.

Informed by a clear sense of purpose, the school's faculty evaluation process is highly regarded by the teachers as a valuable professional development experience. While the average tenure of a Lakeside faculty member is more than 10 years, the school has also welcomed several new faculty in recent years, infusing new energy and insights.

LOCATION AND FACILITIES

Lakeside's attractive and well-equipped Upper and Middle school campuses, separated by three blocks, are within easy walking distance of each other. The Upper School is situated on a 25-acre campus that includes five classroom buildings (housing five science labs and two computer centers), a 27,500-volume library, a 400-seat auditorium, and four athletic fields. Recent additions include the 63,500-square-foot Paul G. Allen Athletics Center, which opened in 2014 and



includes an arena-style gymnasium, a multipurpose fieldhouse, and strength-training and cardio facilities. The Middle School campus includes dedicated arts, science, and athletic facilities and a makerspace.

THE POSITION: DIRECTOR OF ADMISSION AND FINANCIAL AID

The Director of Admission and Financial Aid is a member of the senior administrative team. Reporting directly to the Head of School, s/he oversees a staff of seven and partners with the Communications Office. In addition to managing the school's admissions, financial aid, and enrollment efforts, the Director should be leader in enrollment management who is energized by the prospect of overseeing a competitive application process that includes the review of more than 1,200 applications, annually.

With a financial aid budget of more than \$7.2 million dollars, the Director will be uniquely positioned to ensure that the school is a leader in recruiting and supporting promising students of all socio-economic backgrounds. S/he should have significant experience leading an office, forecasting enrollment trends, analyzing data, and equitably distributing need-based financial aid.

Lakeside's admission process is complex and the Director serves as the Office's public face. The next Director should demonstrate mastery of the technical and analytical aspects of the role while also serving as a dynamic and inspiring ambassador to the ever-changing Seattle community. This position plays a pivotal role within the school's leadership team, and it is vital that the next Director have the experience, depth, energy, and creativity to meet the exciting opportunities ahead.

IMPORTANT QUALITIES AND QUALIFICATIONS

The ideal candidate will offer most or all of the following:

- Substantial admissions experience in excellent independent schools
- Ability to contribute substantially to the senior administrative team
- Knowledge of best practices in admissions
- Superb administrative skills and strong supervisory experience
- Willingness to take risks
- A strategic mindset and visionary capacity
- Familiarity with Lakeside and a broad understanding of its admissions environment
- Deep understanding of local and national enrollment trends
- Significant research experience and understanding of data analysis
- Excellent communication skills and eagerness to engage with a variety of constituents
- Demonstrated experience using data-driven marketing practices and strategic decision making
- Warm and engaging presence
- Cultural competence and a global mindset
- Ability to recruit and train members of the community to serve as ambassadors for the school
- Genuine desire to forge ties within the greater Seattle marketplace

Lakeside School is committed to attracting and retaining outstanding employees through a compensation plan that compares favorably with those of peer schools nationwide. Individual salaries – negotiable depending on education and experience – are very competitive. A full benefits package includes TIAA retirement and generous medical/dental coverage and equals the best plans in private industry. Lakeside's down-payment assistance program (available after successful evaluation) supports first-time home purchases in the Puget Sound area.



APPLICATION REQUIREMENTS AND SEARCH PROCESS

Acting on behalf of Lakeside School, Wickenden Associates is actively recruiting accomplished admissions professionals for this appealing leadership opportunity. The lead consultant is Jim Wickenden (jwickenden@wickenden.com). He may be reached at (609) 683-1355.

Candidates should submit the following no later than **March 13, 2019**, an application package including the following:

- *A cover letter indicating why they are particularly interested in and qualified for the position.*
- *A current résumé.*
- *The names, email addresses, and telephone numbers of three references. (Please submit this information on a separate document, not as part of your résumé or cover letter. We will obtain permission from candidates before contacting references.)*
- *Optional: Other supporting material (e.g. articles, presentations, or letters of recommendation) that would be useful to the Search Committee.*

These materials should be sent via email attachment to searches@wickenden.com.

After an initial review of applicants, the Search Committee will contact a select group of candidates for interviews on **March 23rd, 2019**. Finalists will be invited to Lakeside for a more comprehensive series of interviews with administrators and other school constituents in **late March and early April**. Wickenden Associates will keep all applicants informed of their status throughout the process.