



FOR IMMEDIATE RELEASE:  
John Carroll High School  
3402 Delaware Avenue, Fort Pierce, Florida 34947  
[www.JohnCarrollHigh.com](http://www.JohnCarrollHigh.com)  
(772) 464-5200 Phone, (772) 464-5233 Fax

**John Carroll High School is seeking to fill the position  
of Director of Enrollment**

John Carroll High School is seeking to fill the position of Director of Enrollment. Some of the job duties of this position include:

- Ensure that all student recruitment, admissions, and retention programs and practices reflect the Catholic mission of the school
- Develop and oversee the implementation of all strategies for attracting and retaining students, campus visits, admission events, follow-up communication, accepted student initiatives, and student retention initiatives
- Give presentations to prospective students and parents in individual and group settings including on campus events, and visits to local feeder schools and parishes
- Guide prospective families through the admission process in conjunction with the guidance office and maintain ongoing communication with those families
- Recruit and train Parent and Student Ambassadors who will assist with enrollment management initiatives
- Maintain monthly and annual statistics related to enrollment management (enrollment projections, attrition rates, feeder school enrollments, etc.) and report the results to the President and Principal
- Manage the school's shadow program called "Ram-for-a-Day"
- Commit to continuous improvement by keeping abreast of current developments in Catholic education
- Work closely with the guidance office and assist when there are areas of need
- Create and disseminate enrollment collateral in print and electronic form

To apply, please send a letter of interest, resume, and references to Mrs. Corey Heroux, Asst. Principal. Kindly include any prior experience and/or certifications by emailing [CHeroux@JohnCarrollHigh.com](mailto:CHeroux@JohnCarrollHigh.com) or calling (772) 464-5200, extension 111. The school will be accepting applications through May 4, 2018.

John Carroll High School is a non-profit Catholic school located in St. Lucie County, who is proud to uphold its mission of inspiring the pursuit of educational excellence, fostering character formation, developing a commitment to service, and affirming the dignity of each student entrusted to our care.