The Calais School is a leading private, non-profit special education school serving students in grades K through 12+. Students come to the school by referral from local school districts, parents, therapists and other professionals throughout nine northern New Jersey counties.

We have an opportunity available for a 12-month school Admissions Social Worker. The Admissions Social Worker will be responsible for providing leadership and direction in the recruitment, enrollment and admissions of students.

The ideal candidate will meet the following requirements:

- College Degree (required);
- New Jersey Licensed Social Worker (LSW) (required);
- 3-5 years of experience in the admissions department of a school (preferred).
- 3-5 years of experience in the management of information in admissions database (preferred).
- Experience in the screening and placement of students;
- Experience in the field of special education;
- Vision, collegiality, and outstanding interpersonal, organizational and communication skills;
- Competence in the management of information and data;
- Ability to conduct effective outreach in the special education community;
- Ability to work collaboratively with all stakeholders;
- Experience in the development and maintenance of student recruitment and marketing plan.
- Self-motivation and leadership skills;
- A strong desire to learn, grow and improve;

If interested please email your resume to: jennifer.beronio@thecalaisschool.org