DIRECTOR OF ADMISSIONS
AND ENROLLMENT
START DATE JULY 1, 2022

Our Lady of Perpetual Help School
Chattanooga, TN

KNOW · LOVE · SERVE
MISSION
The mission of Our Lady of Perpetual Help School and faith community is to provide a Catholic education that fosters a relationship with God and enables students to become confident, lifelong learners.

CORE VALUES

KNOW: BRINGING THE GOOD NEWS OF JESUS THROUGH THE TEACHINGS OF SCRIPTURES, CATHOLIC TRADITIONS, INNOVATIVE EDUCATION, ATHLETICS AND ACADEMIC EXCELLENCE.

LOVE: DEMONSTRATING OUR LIVING FAITH BY RESPECTING THE DIGNITY OF ALL HUMAN BEINGS.

SERVE: BE STEWARDS OF GOD’S CREATION THROUGH SERVICE TO THE SCHOOL, THE PARISHES WE REPRESENT, OUR COMMUNITIES AND THE WORLD.
History

In 1937, four Sisters of the Sisters of Charity of the Blessed Virgin Mary set out to begin the legacy in Chattanooga that is Our Lady of Perpetual Help School. Their mission was to see that "each child received splendid individual attention and made remarkable progress."

Inspired by their mission and our first teacher, Christ, we have ingrained in our strong teacher-student relationships our core values of Know, Love and Serve. Individual Attention with students unlocks their unique potential as they become confident, curious, and lifelong learners.

Our Lady of Perpetual Help School is approved by the Tennessee Department of Education, certified by Diocese of Knoxville, and accredited by AdvancedEd/Cognia. Student enrollment increased from 60 students in 1937 to over 275 in 2021. The Sisters of Charity of the Blessed Virgin Mary began the tradition of educational excellence in 1937, which is continued by lay faculty and staff today.
Desired Qualities & Qualifications

Professional Qualifications
Our Lady of Perpetual Help School seeks an outstanding administrator to serve as the director of enrollment, tuition, and financial aid. The director sits on the senior administrative team and reports directly to the head of school. The director’s most important job is to represent the school to prospective students and their families and to communicate the school’s values, vision and culture to people outside of our community. They will be responsible for executing or managing all aspects of the admission process at Our Lady of Perpetual Help.

Desired Skills
- As with all candidates, the director of enrollment should be an enthusiastic learner and should be eager to work in a collaborative environment.
- Understanding of developmentally appropriate curriculum and pedagogy for grades PK-8.
- Spanish speaking is desirable.
- Experience using FACTS Tuition Management platform.

Among other responsibilities, the director will
- Lead and manage all aspects of recruitment and enrollment processes.
- Ensure that all aspects of the admission office practices align with the strategic plan.
- Conduct interviews and coordinate candidate assessment of multiple grade levels.
- Coordinate open houses, admission revisit days and all other special events related to admissions.
- Attend and participate in recruitment fairs.
- Read all applicant files (LS, MS)
- Work with director of development/marketing to monitor all admission publications and advertisements.
- Work with the assistant head for student and community life to generate and sustain community outreach and relationships that strengthen our recruitment and retention efforts.
- Manage the tuition/financial aid program.

To Apply
Send a resume and cover letter to Principal, Caroline Carlin at ccarlin@myolph.com
Academics at Our Lady of Perpetual Help

EARLY CHILDHOOD | PreK3, PreK4 and Kindergarten
Early Childhood at OLPH provides a safe and nurturing environment while offering the opportunity to experience a well-rounded curriculum including; Art, Music, Physical Movement, Technology, and Spanish. Exploration and play are encouraged in our certified Nature Explore Outdoor Classroom where students develop confidence through discovery as they explore the beauty of nature and the Goodness of God. At OLPH, your son or daughter will begin to discover the joy of learning through the balance of independent exploration and small group instruction.

ELEMENTARY | Grades 1 -5
Elementary School at OLPH includes first through fifth grades. It is during this time that our students benefit most from our low student to teacher ratio and individualized instruction. Students learn important foundational skills of reading and writing, including a handwriting class to learn cursive. Expression and reflection are encouraged across subjects including Art and Spanish. Character and faith lay the groundwork for lifelong decision-making and relationship building which help our students to become real-world problem solvers who are passionate about learning.

MIDDLE SCHOOL | Grades 6-8
In a PreK–8 community, our Middle School students have the opportunity to exercise greater responsibility and autonomy in the school. Academically, our middle schoolers are challenged to reach higher standards in a supportive environment. Teachers work collaboratively to create meaningful assignments for students that promote critical thinking, creativity, collaboration, communication and citizenship.
ATHLETICS

Fall
Cross Country | Grades 3-8 | Boys & Girls
Tennis | Grades 5-8 | Boys & Girls
Cheerleading | Grades 7-8 | Girls
Football | Grades 5-8 | Boys

Late Fall
Soccer | Grades 4-8 | Boys and Girls

Winter
Cheerleading | Grades 7-8 | Girls
Basketball | Grades 4-8 | Boys & Girls
Swimming | Grades 6-8 | Boys & Girls

Spring
Track | Grades 3-8 | Boys & Girls
Volleyball | Grades 4-8 | Girls
Golf | Grades 5-8 | Boys & Girls
Baseball | Grades 6-8 | Boys

Late Fall
Soccer | Grades 4-8 | Boys and Girls

Tennis | Grades 5-8 | Boys & Girls
Part of what makes the OLPH experience special is our desire to help each child receive splendid individual attention. One of the ways we do so is by directly providing or partnering with individuals or groups to help us meet the needs of all of our students.

**PROPEL & INTERVENTIONIST SERVICES**

Propel is a specially designed pull-out program to help our Elementary students develop their reading and writing fluency. We also have an interventionist to help our students target specific academic needs.

**NEUROBRIDGE PARTNERSHIP**

Neurobridge is a private Pediatric Therapy practice that focuses on screening, evaluating, and treating our students on campus during the school day. Neurobridge also works with our faculty and staff to ensure we are best equipped to help serve our students.

**THE ARTS**

**LED BY EIGHT-GRADER MELINA STAFFORD, A GROUP OF OUR OLPH STUDENTS PLANNED, PRODUCED AND PERFORMED, “A WIND OF A THOUSAND TALES”. THIS PRODUCTION WAS AN EXCELLENT REMINDER OF THE IMPORTANT POWER OF STORIES AND TO ALWAYS REMAIN A CHILD AT HEART. WELL DONE!**

**CAST AND CREW**

MAGGIE CRITCHFIELD, ANNA CAT CRITCHFIELD, JOSHUA JACOBSON, JENNA SULLIVAN, CARRIGAN HUDSON, SOFIA CORTES, ALICIA MALPARTIDA, ALICIA GARCIA, ELLIE WESSON, BRADY CHRISTENSEN, MARY CAROL CHAMPLIN, MOLLY LAWSON AND LILY ANDERSON.

**STELLAR & STAR THERAPY**

Students with documentation are offered the opportunity to receive speech and occupational therapy services on campus during the school day.

**ON CAMPUS COUNSELOR**

Our full-time counselor is an excellent source for our parents, teachers, and students alike. Whether it is navigating a challenging issue outside of school or in school, our counselor is an access point for all our community members.

Art Teacher, Mrs. Elizabeth Shireman has been brightening our hearts and the OLPH campus as she inspires her students to express themselves through the beautiful artwork they create.

Band Director, Tony Tortora takes advantage of the beautiful weather to hold band practice in Nature’s Place.

Band Members are; Robbie Monahan, Brady Christensen, Matthew Woodall, Mary Claire Monahan, Maggie Streko, Paul Champlin, Killian Malecky and Cooper Eberly.