



# Tessellations

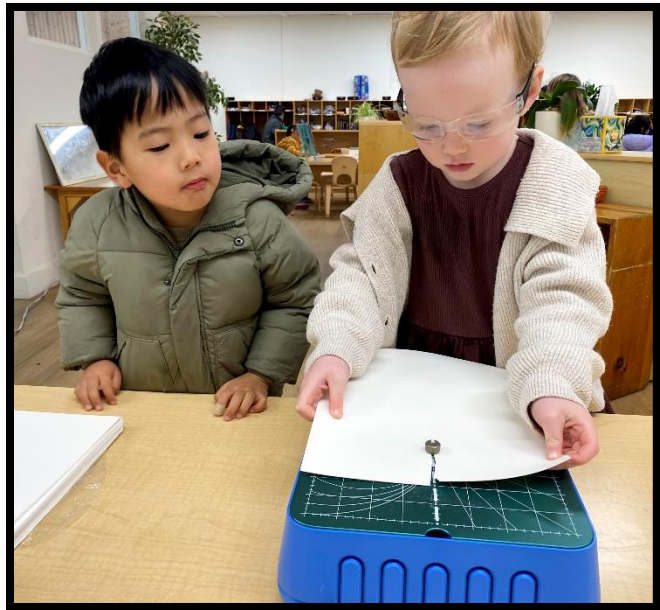
The Beneventi School

Associate Director of Admissions

Cupertino, CA

## Background

Serving gifted students and their families from Pre-K to Grade 12, Tessellations (Tessie) provides an appropriately challenging experiential education that recognizes and nurtures the individual strengths of gifted learners, empowering them to confidently express who they are and pursue a meaningful life. Often when students start at Tessie, it is the first time they feel like they're interacting with intellectual peers. Whether discussing every airplane model that was ever built since the first flight or explaining to another student the concept of infinity, students greet each other's interests with kindness and awe.



Tessie teachers foster their students' curiosity and are appropriately attuned to the corresponding sensitivities that some of these learners display. Exploration, openness, and a commitment to meet the developmental needs of all its students is what you'll find at the heart of this new and still developing school.

Born out of the demand of Silicon Valley's families, Tessie opened in 2020 through a collaboration between a group of like-minded families and educators. In just five years, Tessie has grown from serving 30 gifted learners online to almost 300 on a 9.4-acre main campus, as well as an additional local nature campus that provides easy access to the outdoor exploration—a key part of the project-based program. Tessie's promise is to support gifted learners in their education and development so that these young people develop the mindset and skills to contribute to creative and innovative life-changing solutions.

## Tessellations at a Glance

### Mission

Tessellations provides challenging experiential education that recognizes and nurtures the individual strengths of gifted learners, empowering them to confidently express who they are and pursue a meaningful life.

### Vision

We are a community of imaginative, empathetic, productive, and passionate lifelong learners who advance an equitable and sustainable world.

## Values

- Wonder, curiosity, and deep learning
- Rigor, resilience, and courage
- Kindness, generosity, and integrity
- Open-mindedness and adaptability
- Acceptance of self and harmony with others
- Connection with and respect for nature



## Facts and Figures

Founded: 2020

2024-25 Schoolwide Enrollment: 267

Pre-K: 34

Lower School (K-5th): 158

Middle School (6th-8th): 75

High School (9th grade only this year): 7

Student-Faculty Ratio: approximately 5:1

Employees: 80, including 73 full-time faculty

% of Faculty with Advanced Degrees: 40%

Operating Budget: \$15 million

Tuition: \$41,000 for PreK-Grade 5,  
\$42,500 for Grades 6-8, \$49,500 for  
Grades 9-12

% of Students receiving Financial Aid: 10%

Total Funds Raised, 2023-24: \$7.5 million

Parent Participation in Annual Giving: 88%

On the Web: <https://tessellations.school/>



## Opportunities and Challenges

The Associate Director of Admissions at Tessie will be a key contributor to this growing school. Keeping true to the mission and vision, the Associate Director will play an important role in recruitment, retention, marketing, and communications for and about the school.

A core component in the current phase of Tessie will be building out the Middle School and Upper School population especially. Helping to get word out to the larger community and making the case for why Tessie will be an opportunity for the Associate Director of Admissions to have a significant voice.



## The Position: Associate Director of Admissions

The Associate Director of Admissions for PK-12 at Tessellations plays a critical role in the recruitment and enrollment process for prospective students from preschool through twelfth grade. Reporting to the Director of Admissions, this position provides comprehensive support across all facets of the admissions process, including inquiry management, data management, tour coordination, and development of marketing materials. The Associate Director of Admissions, PK-12 serves as a key point of contact for prospective families, guiding them through the admissions journey and ensuring a positive experience from initial inquiry to enrollment.

This role is right for an experienced admissions professional who is hungry to help develop, grow, and design the systems, practices, and events to lay the groundwork for the next chapter of a larger Tessie.

## Key Responsibilities

**Support Director of Admissions:** Assist the Director of Admissions in planning and executing strategies to meet enrollment goals, maintaining a high level of communication and collaboration to ensure the admissions process runs smoothly.

**Inquiry Management:** Respond promptly and professionally to inquiries from prospective families via email, phone, or in-person visits, providing accurate information about the school's programs, admissions requirements, and application procedures.

**Data Management and Integrity:** Support accurate and up-to-date records of prospective student inquiries, applications, and enrollment status using the school's admissions management software or database, ensuring data integrity and confidentiality.

**Tour Coordination:** Manage and conduct campus tours for prospective families, showcasing the school's facilities, programs, and community culture in a welcoming and informative manner.

**Interviews and Assessments:** Conduct interviews and student assessments as part of the admissions process, evaluating prospective students' readiness and fit for the school's academic and extracurricular programs.

**Application Review:** Assist in reviewing and evaluating applications for admission, working closely with the admissions committee to assess each candidate's qualifications and suitability for enrollment.

**Financial Aid Support:** Provide information and guidance to prospective families regarding financial aid options, assisting with the application process and answering questions about tuition assistance programs and scholarships.

**Marketing Support:** Collaborate with stakeholders to develop and update marketing materials, including brochures, website content, social media posts, and other promotional materials to attract prospective families and showcase the school's strengths.

**Event Management:** Plan and coordinate admissions events such as open houses, information sessions, and student shadow days, helping to ensure successful attendance and engagement from prospective families. Some evening and weekend work is required.

**Follow-Up and Communication:** Maintain regular communication with prospective families throughout the admissions process, providing updates on application status, upcoming events, and next steps to facilitate a seamless transition to enrollment.

**Strategic Decision-Making:** Experience in managing and interpreting admissions data, contributing to nuanced decision-making processes.

**Other:** Complete other responsibilities, as needed, and assigned by the Director of Admissions or the Head of School. This may include some weekend/evening events and/or, as a young school, participation with activities outside of admissions.



## Desired Qualifications and Qualities

### Education, Experience, and skills

- Bachelor's degree in education, marketing, communications, or related field, or equivalent experience
- Previous experience in independent school admissions, enrollment management, or related field, preferably in an educational setting
- Excellent communication and interpersonal skills, with an engaging, warm personality and customer service-oriented approach
- Strong organizational skills and attention to detail
- Proficiency with admissions management software and Google suite of products
- Ability to work independently and collaboratively in a fast-paced environment
- Confident in discretion when dealing with sensitive and confidential admissions information
- Understanding of educational trends, enrollment strategies, and marketing principles
- Experience with gifted education is a plus
- Experience with Ravenna is a plus

### Personal Characteristics

- Self-motivated, ability to navigate competing demands and projects, and excellent work habits
- Excitement for and commitment to contributing ideas and developing systems
- High standards of ethics, moral character, and professionalism, and serves as a positive role model
- Understands boundaries and embraces responsibility for the care of students
- Promotes a trust-based community by keeping appropriate confidences
- Manages time effectively and meets deadlines and commitments
- Communicates and responds to all school communications in a timely manner
- Exhibits flexibility and adaptability to change as needed
- Kind, friendly, and enjoys being with people



## Key Competencies

<b>Drives Results</b>	<b>Instills Trust</b>	<b>Decision Quality</b>
<p>Consistently achieving results, even under tough circumstances.</p>	<p>Gaining the confidence and trust of others through honesty, integrity, and authenticity.</p>	<p>Making good and timely decisions that keep the organization moving forward.</p>
<b>Communicates</b>	<b>Strategic Mindset</b>	<b>Drives Vision &amp; Purpose</b>
<p>Developing and delivering multi-mode communications that convey a clear understanding of the unique needs of different audiences.</p>	<p>Seeing ahead to future possibilities and translating them into breakthrough strategies.</p>	<p>Painting a compelling picture of the vision and strategy that motivates others to action.</p>

## Benefits and Compensation

The salary for this position aims to be competitive and commensurate with experience, falling within the range of \$100,000 – \$115,000 annually. Tessellations School offers a comprehensive benefits package including medical, dental, and vision insurance and a matching 403(b) retirement plan.

## Application Requirements and Search Process

DRG is conducting this search on behalf of Tessellations. Interested candidates should submit, as soon as possible, materials including the following:

- A cover letter indicating why they are particularly interested in and qualified for the position.
- A current resume.
- The names, email addresses, and telephone numbers of five references, to include the relationship with the references. (We will obtain permission from candidates, at the finalist stage, before contacting references.)

Application materials should be uploaded directly on the DRG website by visiting the [Tessellations listing](#).

**Application Status:** Accepting Applications

**Start Date:** As soon as possible and by July 1, 2025

This position description is based upon material provided by Tessellations, an equal opportunity employer committed to providing equal employment opportunities and who does not discriminate based on perceived or actual race, color, national or ethnic origin, religion, sex, pregnancy (or any related conditions), age, marital status, military or veteran status, medical condition, gender/identity/expression, sexual orientation, or any other characteristic protected by state or federal law.

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