



## Job Description: Director of Admissions & Enrollment

Veritas Christian Academy is seeking an experienced school professional to join its creative, dedicated, and energetic team as **Director of Admissions & Enrollment**. The ideal candidate has teaching &/or administrative experience in an independent Christian school. Additional “life experience” as a parent in an independent school is preferred. Applicants should demonstrate outstanding communication skills, an attention to detail, flexibility, initiative, creativity, and strong organizational, presentation, and interpersonal skills.

### Additional information:

Author and minister, Frederick Buechner, once noted, *“The place God calls you to is the place where your deep gladness and the world’s deep hunger meet.”* If you think God may be calling you to serve in the world of Christian education, we would love to meet you! Veritas Christian Academy is an independent, K-8 Christian school, located in the MetroWest town of Wayland, MA; we also operate Veritas at Elmwood, a Christian Preschool located in Wellesley. We are on a mission to develop in our students authentic faith in Christ, an unconditional love for all people, and the ability to reason through the complex problems of this world.

We have grown from 44 students in 2010 to 150 students in the 2025/26 school year. Our school community includes over 100 families representing dozens of churches and traveling from nearly 30 towns. Our faculty and staff includes every generation from Gen Z to Baby Boomers, certified teachers to those who entered the educational profession from another career path, and - similar to our school families - a broad range of denominational affiliations.

Many people might dismiss the idea that a private Christian school is a place where the world’s deep hunger can be revealed, but it is: our students have a deep desire for affirmation, purpose, and understanding. If caring for and challenging the hearts and minds of the next generation might be the calling which would produce deep gladness in you, we invite you to complete and submit an [employment application](#) and/or learn more about Veritas by contacting our Head of School, Scott Berthel, at [sberthel@veritasma.org](mailto:sberthel@veritasma.org).

**Position Type:** Full time

**Job Categories:** Administrative

### Job Requirements

- A minimum of five (5) years of relevant teaching &/or administrative experience is preferred.
- Bachelor degree required.
- Coursework &/or professional experience in sales/marketing is preferred.
- Citizenship, residency, or work visa required.