



**Riverview  
School**

**Position Statement  
Director of Admissions Search  
Riverview School**

**East Sandwich, Massachusetts  
Start Date: July 1, 2025**





# Director of Admissions Search Position Statement



**Riverview School** is seeking a leader who will take a systematic, results-driven and proactive approach to the recruitment of prospective students and families with an understanding of what is required to drive the entire sales process from inquiry to enrollment in the highly competitive environment of private school admissions.

## Overview

Riverview School, an independent coeducational boarding/day school and leader in the education of adolescents and young adults with complex learning and cognitive challenges, is seeking a Director of Admissions to join the leadership team, ideally in January of 2025. The Director will have the skills and experience to lead the school's efforts to recruit and enroll students and support their families in joining the Riverview community.

Located on scenic Cape Cod in East Sandwich, Massachusetts, Riverview provides a nurturing and engaging learning environment designed for students who need specialized support. Riverview staff embraces each student's (unique) potential by fostering an environment where students are embraced for who they are and thrive as they experience adolescent and young adult academic, extra-curricular, and social pursuits. With its long commitment to students who are neurodivergent, Riverview School's curriculum supports a variety of students who learn differently.

Riverview School embraces an integrated approach to student growth and development with academic instruction, social emotional development, independent living skills, vocational readiness, and wellness. Anchored by these beliefs, Riverview empowers students to live with purpose, happiness, and independence.



## Mission and Values

### Mission

Riverview School provides a caring community for adolescents and young adults with complex language, learning, and cognitive disabilities. It is committed to developing student competence and confidence in academic, social, and independent living skills.

### Values

The school believes in the importance of a community where each student is respected, valued, and celebrated for who they are. Riverview is anchored by the belief that students thrive in a culture where they feel safe and are inspired to try new things, develop strengths, discover passions, and awaken talents. Finally, the school believes that healthy relationships are a foundational component of success; therefore teaching social skills is embedded in all aspects of the program.

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## History

Founded in 1957 by William Janse and Burgess Butler, Riverview School began as a summer camp that became so successful, it evolved into a school. During the late 1960s, Riverview established a long-term relationship with the Learning Clinic at Massachusetts General Hospital in Boston. Groundbreaking work in tailored academic programming and social skill building for individuals with disabilities was developed on Riverview's campus. Over the years Riverview has consistently adapted and expanded to meet the evolving needs of its diverse student body while maintaining its core belief in the dignity and capability of all learners.

## The Location and Campus

Riverview School is located in East Sandwich, Massachusetts, on Cape Cod and a half mile from one of the largest private beaches on the Cape. The picturesque setting, with its proximity to both Boston and the ocean, provides a peaceful and inspiring environment for students and staff alike. Cape Cod's natural beauty, rich history, and close-knit community create a perfect backdrop for the school's commitment to educational success and personal growth. Boarding students live in dorms where they are guided by residential staff members who focus on developing independence and



learning to live in the community. The campus also includes the following school buildings and locations:

### **The James Center**

The hub of Riverview School, it is home to the admissions office, administrative offices, Hunter Commons (GROW Dining Hall), the Lund Auditorium, the Eisenberg Art Gallery, music, art, drama and technology classrooms, the Simon Library, College and Career Center, and the Stark School Store.

### **Cohen Center for Fitness and Recreation**

The Center includes a new, 40,000 square foot state-of-the-art gym and recreation facility with a basketball court, walking track, yoga studio, spin studio, boxing studio, exercise room, and wellness/recreation team offices.

### **MC Greene Field**

Located in the heart of campus, MC Greene Field includes a new track and turf field.

### **Helmsman Center**

Middle School and High School students enjoy meals in the Helmsman Cafeteria. They learn how to balance healthy portions and smart nutrition choices while socializing with friends and faculty members.

### **Nutrition Center**

The nutrition center is set up with a main instruction kitchen and four additional kitchen units where students learn about healthy eating habits and cooking skills. Dorms often cook and enjoy dinner together in the Nutrition Center.

### **Beaches**

The beach is less than a mile north of campus and is on beautiful Cape Cod Bay. A short walk down one of the two streets on either side of campus leads you to private beach access where students often take beach walks and have bonfires during the warmer months.



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## Program

### Overview

Grounded in its belief that students with learning differences are capable of remarkable growth, Riverview School's Middle School, High School and GROW (Getting for the Outside World) programs take an integrated approach to student development. Academic instruction, social emotional development, independent living skills, vocational readiness and wellness provide the foundational components that promote whole student growth.

### Middle School

Middle school students engage in hands-on, content-driven projects related to a central theme, developing skills in problem-solving, research, and writing. The program also places a strong emphasis on social and emotional learning, helping adolescents build positive relationships, understand emotions, and advocate for themselves.

### High School

The High School academic program is dedicated to developing students' academic abilities while helping them acquire and apply knowledge in meaningful ways. The curriculum is delivered through a thematic, integrated approach, where subjects like literature, writing, hands-on history, arts, and field trips are interconnected by a central theme. This approach makes learning more cohesive and engaging, while coursework is supported by cutting-edge technology and innovative teaching methods. Specialized services, including speech and language therapy, reading instruction, and social skills training, are seamlessly integrated throughout the program. High school students receive daily instruction in English Language Arts (ELA) and reading, along with math, history/social studies, and science (or Senior Seminar) courses. They also have the opportunity to select from various electives, broadening their learning experiences.

Students are organized into small grade-level teams with a student-to-teacher ratio of no more than 8:1,



ensuring personalized attention and support to meet each child's unique needs. Throughout both the academic and residential programs, independent living skills are embedded into daily instruction. Students learn and practice essential skills such as cooking, personal hygiene, health and nutrition, fitness, stress management, and recreational planning. These skills are reinforced through activities like room care, time management, organization, and budgeting. Social skills development is a key aspect of the Riverview experience, with every faculty and staff member playing a role in helping students understand and engage in appropriate social interactions, ensuring growth in both academic and personal areas.

### Cape Cod Community College Project Forward Program

Seniors and GROW students are eligible to enroll in Cape Cod Community College's Project Forward program, a nationally acclaimed school-to-work vocational program for students with intellectual disabilities. This two-year Comprehensive Transition Program is offered on the campus of nearby Cape Cod Community College.

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## **Mainstream College Courses at Cape Cod Community College (CCCC)**

Qualified GROW students have the opportunity to take introductory-level courses at CCCC, providing a unique and empowering experience as they become part of the mainstream college environment. This program requires students to take the Accuplacer test and submit Psychoeducational Evaluations, reviewed by the Learning Disabilities Advisor at the college. Tutorial support is provided to help ensure student success, with many participants finding the experience transformative both academically and personally.

## **Vocational Partnerships in the Community**

GROW students gain valuable vocational experience through partnerships with local businesses, offering opportunities in fields such as food service, retail, healthcare, child/pet care, and more. These work placements help students build job-readiness skills, supported by an advisor who helps them develop self-advocacy, problem-solving, and social skills. Students learn that, while their disability may impact their life, it does not prevent them from leading a full, independent, and meaningful life.

## **Independent Living Skills**

Instruction in independent living is highly individualized, allowing students to develop practical skills in areas such as cooking, personal hygiene, shopping, home maintenance, health, nutrition, and stress management. Students actively participate in planning their own lives, including recreational activities, transportation, and independent living arrangements. The GROW program creates an inclusive environment where students maximize their abilities and prepare for life after school, with many graduates expecting to live independently in a community where they can work and socialize.

## **The GROW Program**

The GROW Program at Riverview School is designed to foster both academic and personal growth, empowering students to become more independent and autonomous. The curriculum includes direct instruction in essential academic subjects such as Communication and Literacy, Personal Finances, Consumer Math Concepts, and Travel Training. In addition to academic skills, students focus on vital life skills, including effective communication, self-advocacy, time, task, and money management, personal safety, and self-awareness. Problem-solving and budgeting exercises mirror real-world challenges, with coursework supported by the latest technology and teaching innovations. The program includes the following components:



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## Transition Planning

At Riverview, transition planning begins as early as middle school and is tailored to each student's needs, refining their goals as they progress through the GROW program. Students and their families receive highly individualized support through the Riverview College & Career Center, which offers:

- Strength and interest assessments
- Vocational training through internships
- Continuing education opportunities
- Goal setting and planning
- Coordination with adult services
- Transition seminars and meetings

Riverview also offers Riverview Connects, an online platform that provides students and alumni with resources, events, and opportunities related to their transition into independent living. The Transition Webinar Series is an extension of Riverview's traditional Transition Weekend, providing in-depth programming on various topics, including housing, SSI, and independent living. This ongoing series allows the Riverview community to explore the critical aspects of transition planning at a more personalized pace, ensuring families have the information and resources they need for the next stage of their journey.

## New Friends Forever Adult Program

### New Friends Forever Adult Program

With a recent acquisition of a golf course and conference center, Riverview is expanding its program by developing an adult (22+ years old) program. While the Admissions Director will not be directly responsible for Friends Forever enrollment, the continuum of services and expanded mission provides marketing opportunities that Riverview expects to bolster enrollment in the middle and high schools and in the GROW program.

### Draft Mission Statement

Friends Forever is a Riverview community committed to enabling adults to lead fulfilling lives by facilitating and cultivating lifelong connections and serving as a social,

educational, and recreational center for participants and their families.

Riverview's Friends Forever program strives to be a social hub of connection and friendship that provides robust programming in arts, sports, and recreation; encourages participants to discover and pursue interests and opportunities that will enrich and enhance their daily lives and provides pathways to explore vocational opportunities. This program will be a catalyst for collaboration with the many community-based organizations in the region. Friends Forever will also serve as an educational and resource center for participants and their families.

### Draft Philosophy Statement

When you become a member of the Riverview family, Friends Forever provides a continuum of social connection, educational and vocational support, and a community for life. Turning 22 will no longer mean the end of these critical components of happiness and fulfillment. Friends Forever will provide opportunities to grow and develop talents and passions in arts, sports, fitness/wellness, and various other areas of interest. As our adults venture into the workforce, they will have access to guidance that supports career development. Perhaps most importantly, Friends Forever will live up to its name: a community that adults and their families can count on in moments of success, times of challenge, and all the days in between. When you join Riverview, you have friends forever!



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## School Data

<b>Year Founded:</b>	<b>1957</b>
<b>Ages Served:</b>	<b>11-22</b>
<b>Total Enrollment:</b>	Approximately 200
<b>Middle/High School Enrollment</b>	100
<b>GROW Program Enrollment</b>	100
<b>Boys %:</b>	60%
<b>Girls %:</b>	40%
<b>Diversity %:</b>	13%
<b>Students Receiving Aid %:</b>	27 (but many public funded)
<b>Total Aid Given:</b>	450,000
<b>Total Faculty:</b>	225
<b>Female Faculty %:</b>	70%
<b>Male Faculty %:</b>	30%
<b>Student/Faculty Ratio:</b>	8:1
<b>Average Class Size:</b>	8:1
<b>Average Faculty Tenure at School:</b>	12 Years
<b>Highest Tuition:</b>	109,000
<b>Annual Budget:</b>	Operating Budget \$22M
<b>Most Recent Accreditation:</b>	DESE and EEC last year
<b>Accreditations, Memberships, Affiliations:</b>	NAIS, EEC, DESE

# Director of Admissions Search Position Statement



## Responsibilities

1. Lead and manage the admissions department, including the development and implementation of admission strategies
2. Oversee the recruitment and enrollment process, ensuring a positive and efficient experience for prospective students and their families for middle and high school, Transition program (GROW) and Summer programs.
3. Develop and maintain strong relationships with prospective students, families, educational consultants, advocates, attorneys, and other LD specific Schools
4. Collaborate with internal teams, such as Marketing, Academics, Residential, Clinical and Business Office, to attract the right potential students and ensure a seamless admissions process
5. Analyze enrollment data to identify trends and make data-driven decisions
6. Provide regular updates and reports to senior leadership and Board of Trustees on admission metrics and progress
6. The ability to connect with prospective families on an empathetic and emotional level throughout the admissions process and through either enrollment or denial.
7. Experience in developing, maintaining, and leveraging relationships and building and supporting teams to execute outreach and marketing efforts.
8. Demonstrated relationship building with Educational Consultants, Educational Advocates, Educational Attorneys, and other LD specific schools is preferred.
9. Experience with data management systems, CRM, and admissions software.
10. Experience working with school districts and understanding the out of district placements, IEPS, and state and district funding mechanisms.
11. Knowledge of current admissions trends and best practices
12. Ability to analyze data and use it to drive decision-making
13. Commitment to diversity, equity, and inclusion initiatives
14. Excellent project management skills, with the ability to effectively prioritize and manage multiple projects simultaneously
15. Demonstrate the ability to learn, understand and implement Riverview's philosophy, goals and related policies and procedures.

## Qualifications, Skills, Characteristics

1. A passion for the Riverview mission, philosophy, and population
2. Experience in admissions and/or sales and client management.
3. Demonstrated leadership in the field of special education within a middle, high school, and/or transition program, an advanced degree is preferred.
4. Excellent organizational, interpersonal, and communication skills.
5. A clear understanding of learning disabilities, experience with interpreting neuropsychological testing, and a demonstrated ability to assess a student's appropriateness for the school are preferred.





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## Housing Available

One perk of the job is the school owns a one-bedroom apartment in the area available for rent below market prices. Located in Hyannis, Massachusetts, the apartment is 20 minutes from Riverview School's campus and minutes from ferries to Martha's Vineyard and Nantucket.



## Application Process

Candidates interested in applying to be the Director of Admissions at Riverview School may apply online at: <https://rg175.com/candidate/signup>

The application includes:

- Letter of Interest
- Resume
- Personal Statement/Education Philosophy (or school-related writing sample)
- List of Five References with contact information (References will not be contacted without permission)

While the application deadline for this search is ongoing, we anticipate that the search will move quickly. Riverview School plans to make an appointment in the months ahead with the next Director beginning as soon as possible. You are encouraged to submit materials promptly, if interested. If you have any questions about the search, please contact the consultant from Resource Group 175 who is supporting the search: Joe Coleman at [joe.coleman@rg175.com](mailto:joe.coleman@rg175.com).

*Riverview School maintains a strict policy of nondiscrimination. is an equal opportunity institution that does not discriminate on race, color, sex, religion, ancestry, national origin, age, sexual orientation, disability, veteran status, gender identification, genetic information, homelessness, or any other characteristic protected by federal, state or local law.*