

Director of Admissions Job Description

The Director of Admissions is directly responsible for registering and enrolling all students. The Director of Admission maintains all student files and related correspondence and transfers student files and information according to school procedure. This staff member will work closely with the Director of Marketing, Head of School, and School Council to support the school's growth in student enrollment. The Director of Admission will be spiritually mature and reflect the mission, vision, and values of New Life Christian School.

Spiritual Qualities

- Acknowledge Christ as Savior and seek to live life as His disciple
- Believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God - our standard for faith and practice
- Believe and actively support the school's statement of faith
- Be a Christian role model in attitude, speech, and actions toward others
- Actively participate in a local Bible-believing church
- Motivate students to accept God's gift of salvation and be a Christian witness and role model to them to help them grow in their faith

Professional Qualities

- Hold a Bachelor's degree or higher from an accredited college/university
- Be able to warmly and articulately communicate
- Have excellent organizational skills and the ability to work with people, projects, and resources.
- Computer and software proficiency in Microsoft Office, Google Suite, and social media platforms
- Must possess strong attention to detail and the ability to multi-task a variety of responsibilities
- Exhibit exceptional creativity, writing, and communication skills
- Ability to work effectively with all functions - administration, support staff, other faculty, and students
- Develop and implement enrollment initiatives to cultivate a positive public image for NLCS
- Respond promptly and accurately to requests for enrollment information
- Know and follow procedures for dealing with emergencies in the classroom and school
- Participate in continuous professional development through professional reading, in-service, workshops, and training
- Participate in faculty/staff/team meetings
- Have the ability to accomplish the goals and objectives assigned by the administration.

- Respect professional ethics that require confidentiality concerning sharing information about students, parents, or staff

Spiritual Leadership

- Maintain high ethics, honesty, and integrity in all personal and professional matters
- Follow the Matthew 18 principle in dealing with conflict with students, parents, staff, and administration

Direct Responsibilities

- Handle communication from prospective families inquiring about enrollment
- Coordinates school tours, student shadowing days, and Open House events
- Collaborates with the Director of Marketing and Executive Leadership Team
- Process new student applications, including setting up admission testing and family interviews.
- Maintain accurate, up-to-date enrollment records to ensure class sizes stay within established limits
- Communicate enrollment data to the school administration
- Process all re-enrollment information and complete computer data entry to determine space availability in each class
- After accepting new students, enter enrollment data and send a copy to the financial manager
- Maintain waiting lists in proper order
- Process student withdrawals throughout the year
- Maintain all cumulative student files in proper order, along with the accurate filing of all standardized tests and test scores for students in preschool to 12th grade

Other Responsibilities

- Perform other duties as assigned by the Administration

Physical Demands

- The school is a multi-level facility, requiring regular flights of stairs and walking around the buildings and grounds for supervision.
- Must be able to sit or stand for extended periods, have the skill of hands and fingers to operate office equipment, and lift at least 25 pounds.
- On occasion, must be able to work longer hours than a typical day for events such as back-to-school nights, team meetings, open houses, graduation, or other meetings/functions in the evening.