



The King's Academy

Job Description

Position: **Admissions Coordinator**

Reports to: (X) Head of School

Classification: **Salaried, Non-Exempt**

Mission: The King's Academy partners with families to provide children with an exemplary Kingdom education by investing in the whole child; spiritually, academically and emotionally. (Deut. 6:6-9)

Employee Profile:

Spiritually, the employee shall possess characteristics that reflect:

- Acceptance without reservation of the PCA doctrinal beliefs
- A strong clear Christian testimony
- A mature, godly spirit
- A person of faith and prayer

Personally, the employee's life shall reflect:

- A lifestyle of biblical integrity
- A spirit of dedication, commitment, flexibility, and responsiveness
- The ability to listen and respond to counsel

General Description: The Admissions Coordinator will assist the Head of School to meet and maintain the requirements for the quality and predetermined number of students and applicants set by the parties mentioned. This is a twelve month position.

Duties and Responsibilities:

Admissions

- Create all applicant files
- Notify parents of receipt of applications and need for any additional information
- Interact with prospective parents and students
- Conduct tours for prospective parents and students
- Serve as the primary contact for calls inquiring about the school
- Assist in all admission testing and family interviews
- Coordinate enrollment process for new families via Renweb
- Assist with events for all prospective families, including open houses/previews, informational coffees, and grades specific events

Reenrollment

- Coordinate reenrollment process via Renweb
- Copy and distribute forms associated with reenrollment

Testing

- Coordinate testing for admissions
- Assist with other testing as needed

Information Management

- Provide written information to all interested prospective parents and students

- Collect and disburse all RSVP's for admission events and New Parent Orientation
- Create and maintain all applicant files, including any follow-ups needed to complete a student file
- Assist with all Prospective Parent Events
- Communicate with all applicants throughout the application process to gather paperwork and schedule testing and interviews
- Assemble and distribute all prospective parent packets

Strategic Planning

- Maintain and report data on enrollment/re-admissions
- Assist in efficiency and timeliness of communications

Qualifications/Skills:

- Proficiency in social media platforms
- Proficiency in digital photo/video sharing
- Strong people skills
- Creative thinking, marketing, and public relations
- Admissions experience preferred
- Excellent verbal and written communication skills
- Ability to effectively communicate ideas and goals both inside and outside TKA
- Commitment to TKA's Vision Statement, Mission Statement and Core Values
- Ability to retain confidential information about TKA's constituents
- Proficiency with all Microsoft Office products

Additional Responsibilities:

- Prepares reports, letters, correspondence, and documents as necessary
- Greets school guests via telephone and in person in a professional and courteous manner
- Prepares monthly tuition billing to families and collects payments
- Prepares report cards
- Coordinates special projects as determined by the administration
- Assists in keeping all work area/stock room neat, clean, and organized
- Provides general information in response to questions from our stakeholders
- Assists with thank you letters to donors
- Keeps workroom neat and orderly
- Any special project as determined by the administration
- Other duties as assigned by Head of School

Physical, Mental Requirements and Work Environment:

- Regularly seat, talk, walk, hear, and visually intercept visitors
- Computer work at the computer requiring repetitive finger motion and manual dexterity
- Good vision required (with correction) due to the need for focusing ability and close vision. Color discrimination, peripheral vision and depth perception are also important
- Be able to occasionally lift between 10 – 20 pounds
- Regularly use close and distance vision
- Works at desk and computer screen for extended periods of time
- Turns, bends, reaches and may occasionally use a step stool
- Ability to handle moderate stress level as position requires multi-tasking and frequent interruptions
- Up to several hours of walking and standing especially during event set-up and execution
- Ability to manage multiple coinciding projects
- Ability to communicate effectively, even in stressful situations
- Professional appearance