



Admissions Director

The Admissions Director will work under the direct supervision of the Head of School to promote Berean Academy in the community and oversee all student enrollment functions from initial family inquiries to admissions and student retention. This position will include all aspects of the admissions department from creating the on-line admissions forms to setting timelines, gathering student information, setting admissions screening appointments and keeping accurate enrollment data to be communicated to the Leadership Team weekly. In addition, the admissions director will coordinate and plan all admissions events.

In cooperation with other departments and its leaders, the Admissions Director develops short and long-term plans, which lead to enrollment growth and best-in-market student retention. This is a part-time, hourly position, requiring 20 to 35 hours a week in January through August and 10 to 15 hours a week in September through December.

Primary Responsibilities:

- Promote the mission and core values of Berean Academy to all faculty, staff, students, and the community at large.
- Communicate the philosophy and program offerings of the school to parent groups and the general community. Represent the school at civic, faith-based, and other community events.
- Develop and administer a comprehensive enrollment plan in order to attract and retain qualified students. Accordingly, create and direct student enrollment activities.
- Build strong relationships with prospective students by listening, identifying, and attending to their school needs.
- Maintain the daily functions of managing student inquiries and applications, phone conversations, conducting interviews, leading student tours, scheduling shadow days and principal interviews, scheduling student testing, and following up with enrolled students and those denied admissions.
- Manage all enrollment documentation.
- Present applicants who have completed the admissions process to the admissions team for its review.
- Organize and lead enrollment efforts by developing new student pipelines from churches and other schools.
- Maintain comprehensive enrollment records (Sycamore and other) and share pertinent information with senior leadership on a regular basis.
- Assist with the design of promotional literature and display materials for admissions recruiting. Update printed materials to keep information accurate and current.

General Responsibilities

- Contribute to the team effort of the faculty and staff to best meet the needs of the overall student body by praying regularly for students, faculty, and staff and incorporating Biblical principles in all relationships and tasks throughout the daily routine.
- Follow the Matthew 18 principle in dealing with conflicts with students, parents, staff, and administration.
- Maintain a strict level of confidentiality of information regarding students, staff, and families.
- Display the ability to communicate well, both verbally and in writing.
- Learn and maintain computer proficiency for all technology platforms pertinent to the position.
- Assist the Head of School in preparing and managing job-related budgets.
- Perform other duties assigned by the Head of School.

Personal Abilities and Qualifications:

The Admissions Director should possess the following qualities & abilities:

- Experience with program planning, training, and supervising staff.
- Possess exceptional communication and interpersonal skills.
- Be high-energy.
- Possess superior organizational skills.
- Demonstrate the leadership qualities of collaboration, enthusiasm, courtesy, flexibility, integrity, gratitude, kindness, self-control, and perseverance.
- Meet everyday stress with confidence, objectivity, and optimism.
- Pass a mandatory background check.
- Be able to lift at least 25 pounds.

Spiritual Qualifications:

- Be a committed Christian.
- Maintain active membership/attendance in an evangelical church.
- Display a Christ-like attitude when implementing school policies and procedures.
- Display a Christ-like attitude when relating to faculty, staff, parents, students, and others.
- Demonstrate the qualities of enthusiasm, courtesy, flexibility, integrity, gratitude, kindness, self-control, perseverance, punctuality, organization, and professionalism.
- Agree to the Berean Doctrinal Statement, Statement on Marriage, Gender, & Sexuality, and the Role Model Policy.