



Director of Admissions

Job Title: Director of Admissions

Reports to: Superintendent

Job Description: Central Christian Academy seeks a vibrant follower of Christ who is energetic, goal driven, and committed to Christian education to lead the admissions and enrollment process for the Academy at the preschool through 12th grade levels. This position is budgeted for 25-40 hours per week depending on the skills and experience of the candidate. Salary will depend on the education and experience of the candidate.

Spiritual Qualifications

- Evidence of an active and genuine faith in Jesus Christ
- Personal commitment to Christian schooling
- A belief that the Bible is God's inerrant and infallible word
- Agreement with CCA's Mission, Core Values, Purpose, Statement of Faith
- Agreement with CCA's employee lifestyle statement
- Evidence of active church attendance and membership at a church whose statement of faith is consistent with that of CCC and CCA
- Must have a welcoming and winsome personality
- Evidence of successfully serving as a Christian role model for a number of years
- Willingness to live and serve as a Christian role model as outlined in the CCA Employee Handbook
- Willingness to set an example of prayer, Bible study and unity in Christian fellowship
- Ability to communicate biblical truths to both students and adults
- Commitment to resolve professional and personal conflict biblically

Admissions/Enrollment Responsibilities

- Professionally and relationally present CCA to prospective families. This includes systematic and efficient handling of applications, communication with students and their parents, tours of the school, student shadow days, family interviews, securing necessary student documentation, and communicating final admission decisions to the appropriate individuals.
- Energetic and confident, with strong interpersonal, verbal, written, presentation, and computer skills.
- Annually meet admissions goals with families who fit the mission of the school
- Knowledgeable in use of school database (FACTS) as it relates to admissions
- Oversee and assist in administering all admissions testing

- Maintain accurate and complete records for each student, from the point of inquiry to enrollment
- Assist in the planning and implementation of all admissions and marketing events
- Represent the school at various events, both during and outside of school hours
- Collaborate on the development of admissions-related promotional materials

Marketing & Communications Responsibilities

- Contribute to the ongoing management of CCA's website and social media outlets, applying SEO strategies to maximize digital marketing efficacy.
- Oversee internal and external admissions marketing materials, including signage, print, digital, etc.
- Collaborate with other professionals to develop marketing materials/strategies and strong communication practices

Professional Requirements:

- Ability to develop positive rapport with students, parents, and colleagues
- Communicate clearly with students, parents, and faculty members in all written and verbal interactions
- Ability to always maintain appropriate confidentiality regarding student information
- Participate in staff meetings
- Ability to utilize the school's SIS program (FACTS) effectively to communicate and keep records
- Maintain a clean, attractive, and well-ordered work environment
- Commitment to pray for the students, families, and staff of CCA
- Willingness to agree to follow policies and procedures set forth in the CCA Employee Handbook

Education and Experience Requirements:

- Bachelor's degree or higher
- Experience in MS Office Suite, Adobe Creative Suite, WordPress preferred
- Experience in private school admissions and/or development preferred

Working Conditions and Physical Requirements:

- Primarily office environment with the ability to engage in the community as required
- The ability to stand, walk, sit, kneel, bend, reach, grip, climb, push, pull, carry, lift, lower for a duration of time. Ability to lift 25 pounds. The ability to use fine motor skills including tactile while performing a task.

ACKNOWLEDGEMENT

I acknowledge that I have read the job description and requirements for the Director of Admissions position, and I certify that I can perform these functions.

Employee/Applicant Signature: _____ Date: _____

Supervisor/Hiring Manager: _____ Date: _____

This job description in no way states or implies that these are the only duties to be performed by this employee. The employee will be required to follow any other instructions and to perform any other related duties as assigned by the appropriate administrator. Central Christian Academy reserves the right to update, revise or change this job description and related duties at any time.

Applicants: Please apply [here](#)