



PROVIDENCE

A C A D E M Y

K-12 ★ Christian ★ College-Prep

- Title:** Director of Admissions
- Reports to:** Director of Enrollment and Engagement
- Evaluation:** Performance will be evaluated in accordance with provisions of the Board's policy on evaluation of professional personnel and this job description.
- Education:** Bachelor's Degree preferred; experience in admissions or education desirable.

Status: Part-time, year-round position. Office Hours are 7:45-4:30 2 days per week from the months of September - December, 3 days per week from the months of January - May, and four days per week from the months of June - August. Attendance at some school-wide events is expected as well as leadership at recruiting events, Patriot Previews and strategic community events, as assigned.

The Director will have one week off in the summer and school breaks in addition to major holidays (Independence Day, Labor Day, MLK Day, and Memorial Day). The Director of Admissions should be available to occasionally facilitate mid-year admissions processing over Christmas break, if needed. School breaks include Fall, Thanksgiving, Christmas, and Spring.

Position Summary: The Director of Admissions oversees admissions, prospective parent communication, and will direct the admissions process from inquiry through enrollment. The ideal candidate will be dynamic, mission-driven, professional, and a creative leader in admissions, recruitment, and retention. The Director will assist in leading inclusive outreach efforts to draw mission-appropriate families to the school and ensure that Providence continues to enroll students who both thrive as part of the school community and in turn contribute to the community as a whole. The Director should be a team player who has a warm collaborative nature, positive energy, sense of humor, superior organization and prioritization skills and is self-motivated in the completion of his/her work. She/he will have exceptional communication and interpersonal skills including outstanding writing and public speaking skills and the ability to interact comfortably with a variety of people. This person will have a genuine empathy for prospective families, be able to manage expectations and deliver admissions decisions in a manner that is honest, caring, diplomatic, and professional.

Essential Skills and Traits:

- **Goal Oriented** – The director must have the ability to set goals and be motivated to reach them.
- **Results Driven** – Admissions is about results and the director must be driven to achieve the results that will make the difference at Providence Classical Christian Academy in these areas.
- **Strong Communicator and Promoter** – The director should effectively communicate and promote the school to prospective parents, current parents, community contacts and more. Strong communication skills are essential for the successful director and should include both written and verbal abilities.
- **Story-Teller** – The director must be able to tell the story of the school in effective, creative and innovative ways.
- **Initiative** – The director must take the initiative to make things happen and get things accomplished; the director will work diligently alongside the Director of Enrollment and Engagement in the implementation of an aggressive admissions strategy.

- **Personable** – The director should be very personable and easy to talk to since this individual will be the first point of contact for many at the school.
- **Relational** – It is necessary that the director be an engaging presence with good listening skills who focuses on connecting and fostering relationships with prospective families, current students, and colleagues.
- **Sales Skills** – The director must have the ability to sell the school. This requires that the individual be professional, poised and polished in her/his abilities.
- **Visible** – The director must have a willingness and desire to be visible on campus and to connect with teachers, students, and staff
- **Passion** – The director must be passionate about independent Christian school education and the mission and vision of Providence Classical Christian Academy.
- **Prayer Warrior** – The director should regularly pray for the school community and for the school to achieve its mission.

Admissions:

- **Admissions Planning** - Annually assist in preparing and updating a comprehensive admissions and recruitment plan with measurable goals. Evaluate continually, and redesign where appropriate, aspects of admissions initiatives in line with the admissions strategic plan/goals.
- **Annual Setup** - Provide oversight of the annual setup of applications, checklists, communication templates, contracts (enroll and re-enroll), report generation, mapping to FACTS Enrollment Management/SIS, surveys (New Parent and Exit)
- **Admissions Funnel** - Collaborate with the Director of Enrollment and Engagement to assist families as they walk through the admissions process. Oversee the follow-up of all enrollment leads/inquiries within 24 hours of lead generation, track all leads, and maintain strong and timely lead-to-enrollment conversions of mission-appropriate families
- **Admissions Events** - Plan and coordinate admission-related events including Patriot Previews, community events, personal campus tours and visits, homeschool fairs, Kindergartener recruitment, shadow days, transition grade events, summertime socials, etc.
- **Recruitment** – Assist with strategic planning and ongoing recruitment activities that will attract mission-appropriate students both domestically and internationally.
- **Data Analytics** - Ensure input of consistent and accurate data regarding aspects of application, admissions, enrollment, and registration. Analyze data with sight toward a commitment to customer service and continuous improvement.
- **Strategic Plan** –Collaborate with the Director of Enrollment and Engagement in the stewardship of Pillar 6 (Enrollment) of PCCA’s Strategic Plan.
- **Tours** - Conduct and lead tours of school facilities periodically throughout the course of the admissions cycle.

Principles for Conducting Work:

- Receive all students, parents, and employees with respect and kindness
- Minister to PCCA stakeholders and outside community
- Be ready at all times to promote Providence’s mission
- Respect for and adherence to the utmost in confidentiality
- If concerns are shared by a school stakeholder with the Director of Admissions, the director will support the school’s guiding principle—the Matthew 18 Principle—encouraging the stakeholder to speak with the staff member directly overseeing that area of the school. Also, the director may share the concern his/her direct supervisor. Where unethical or illegal behavior may be involved, the director is expected to share the concern with his/her supervisor.

Compensation:

- Salary will be based on experience and qualifications.

Required Personal Qualities:

1. Faith in Jesus Christ as his/her personal Savior.
2. A belief that the Bible is God's Word and is the standard for faith and daily living.
3. Agrees whole-heartedly with Providence Academy's Statement of Faith.
4. Is a Christian role model in attitude, speech, and actions toward others. (Luke 6:40) This includes being committed to God's biblical standards for sexual conduct.
5. Is a Christian who is an active member of a Christ-centered church, and will remain so during the period of employment, growing in his/her Christian relationship with God, and actively practicing and exhibiting Christian principles of the Christian faith; seeks to model in speech, actions, and attitude a consistent daily walk with Jesus Christ; sets an example of the importance of spiritual discipline; and encourages students in the importance of a personal relationship with Jesus Christ and growth of their faith.
6. Recognizes the role of parents as primarily responsible before God for their children's education and is prepared to partner with them in that task.
7. Demonstrates the character qualities of enthusiasm, courtesy, flexibility, integrity, gratitude, kindness, self-control, perseverance, and punctuality.
8. Meets everyday stress with emotional stability, objectivity, and optimism.
9. Maintains a personal appearance that is a Christian role model of cleanliness, modesty, good taste, and is in agreement with school policy.
10. Uses acceptable English in written and oral communication. Speaks with clear articulation.
11. Respectfully submits and is loyal to constituted authority.
12. Willing to notify the Chancellor of any policy he/she is unable to support.
13. Possesses a passion for the University-Model School mission/vision.
14. Possesses a clear knowledge, understanding, and heart for classical and Christian education.
15. Is a spiritual leader.
16. Has the ability to delegate and follow-up.
17. Is organized and multi-task oriented.
18. Possesses good people skills.
19. Has a servant's heart.
20. Is able to diffuse difficult situations.
21. Is a problem solver.
22. Respects confidentiality.
23. Possesses and demonstrates the fruits of the Spirit.
24. Is willing to be visible on campus and in activities; recognizes the sensitive nature of his/her presence.
25. Acts objectively when distinguishing what is best for Providence Academy when his/her own children are attending the school.
26. Is exemplary in praying for the school, staff, students, and families.
27. Models biblical principles of leadership in his/her relationships with and treatment of the faculty and staff.
28. Submits to the Director of Enrollment and Engagement's and Board's authority.
29. Is able to articulate a Christian (biblical) philosophy of education and implement this philosophy at all levels of the school.
30. Is able to communicate openly and honestly with the Director of Enrollment and Engagement and Board.

Providence Academy does not discriminate against applicants and employees on the basis of race, color, gender or national or ethnic origin. The purpose of this job description is to describe the basic function, major responsibilities/tasks, and essential functions of each job so that employees can better know what is expected of them. The descriptions also provide information useful for recruiting, training, and performance appraisal. This document does not create an employment agreement, nor does it modify the at-will employment status of all employees. This job description is not meant to inhibit employee creativity or innovation. It may be revised when necessary.