

Admissions Director Job Description

Helena Christian School exists, first and foremost, to honor Christ by providing a Christ-centered education that builds upon the truths of the Bible. Following Ecclesiastes 4:12, “A cord of three strands is not easily broken” we partner with parents and the church in training students. Our purpose is to educate them with academic excellence and biblical training; build Godly character of honesty, integrity and love; and inspire them to be Christian leaders for a life of service to their Savior, homes, churches, vocations and communities.

Employment at Helena Christian School is open to qualified individuals who are Christians of good character. Helena Christian School does not discriminate in employment, or in the terms or conditions of employment, on the basis of race, sex, national or ethnic origin, color, age, or disability. Helena Christian School is a religious educational ministry, and as such, utilizes religion as an employment criteria.

All prospective and current employees must agree with Helena Christian School’s mission statement, and they must be willing to conduct their lives in conformity with the school’s statement of faith and the school’s code of ethics, serving as a Christian role model.

All employees at Helena Christian School are called to share the Gospel message and should seek opportunities to pray and counsel with students and parents.

Responsible For:

The Admissions Director is responsible for all aspects of admissions, recruitment and retention. They will direct the admissions process from inquiry through finished enrollments. They will be a collaborative leader in an effort to develop and implement both short-term and long-term recruitment strategies to ensure that Helena Christian School meets enrollment goals.

The ideal candidate will be a resourceful leader in admission, recruitment and retention. The Admissions Director will create outreach efforts to draw families to the school and ensure that Helena Christian School continues to enroll families that agree with the school’s missions and vision.

The Admissions Director should be a team player who has an inviting and inclusive nature, speaks from a place of positivity, is not easily offended and possess excellent organization and prioritization skills. This person must be self-motivated in the completion of his/her work and have exceptional communication and interpersonal skills. This person will have an awareness of the needs of students, parents, faculty, staff and administrators and be able to manage expectations and deliver admissions decisions in a manner that is honest, kind, and diplomatic.

Spiritual Qualifications:

- Is an evangelical Christian dedicated to a Christian, Bible-teaching church
- Attends church on a regular basis
- Fully supports without reservation Helena Christian School's Statement of Faith, Vision Statement, Mission Statement and Core Values.
- Publicly professes to be a believer in Jesus Christ as evidenced by a strong, clear, personal testimony and a growing relationship and lifestyle that reflects a maturity and intimacy with God
- Has a strong knowledge and understanding of Scripture
- Is a servant-leader whose conduct exemplifies biblical principles
- Has a genuine excitement and passion for Christian education
- Seeks to be a role model in attitude, speech, actions, and a consistent daily walk with Jesus Christ.
- Follows the Matthew 18 principle in dealing with students, parents, staff, and board
- Shows by example the importance of Scripture memorization and study, prayer, witnessing, and unity in Christian fellowship
- Leads students to a realization of their worth in Christ and testifies to God's gift of salvation.

Physical Qualifications:

- Must be able to lift up to forty pounds
- Must be able to climb stairs
- Must be able to use a ladder and climb up to eight feet
- Must be able to walk and run short distances

Professional Qualifications:

- Bachelors or equivalent experience
- Proficient in Microsoft Excel, Word, Power Point, Publisher, as well as, Google Suite and overall computer efficiency
- Ability to articulate a Christian philosophy of education and possess a biblical worldview consistent with Scripture
- Strong organizational, time management, problem solving, and computer application skills
- Effectiveness in oral and written communication
- Evidence of being a team player who is responsive to authority and adhering to set policies and procedures
- Excellent communication and relationship-building skills with an ability to prioritize, negotiate, and work with a variety of internal and external stakeholders
- Ability to multi-task and prioritize projects.

Personal Qualifications:

- Integrity, credibility, and dedication to the mission of Helena Christian School
- A passion for educating and disciplining children through God's Word
- A life consistent with biblical principles
- The spiritual maturity to listen and respond appropriately to the counsel and concerns of others
- Exhibit professional leadership, a biblical worldview, organizational, communication and relational skills in working with parents, staff, board, and community
- Live a life consistent with Helena Christian School's Statement of Faith, Mission, Vision and Core Values

General Qualifications:

- Ability to work effectively in a team environment
- Proven strength in interpersonal skills
- Ability to create a supportive work environment
- Exhibits the ability to be an inclusive decision-maker when confronted with challenging issues and concerns
- Possesses a professional demeanor while remaining approachable
- Ability to put people at ease and comfortably interact with people representing diverse backgrounds
- Possess the ability to develop close relationships with parents, staff, and community
- A healthy level of self-confidence combined with biblical humility
- Ability to think strategically and to analyze complex situations
- Ability to solve problems by engaging appropriate parties in the development and implementation of solutions
- Insight into contemporary culture and the challenges facing families, youth, and Christian education
- Recognize the need for good public relations; represent the school in a favorable and professional manner to the school's constituency and the general public to include your representation on social media platforms
- Abide by and set an example in how you dress and your professional appearance
- Read and abide by the staff handbook
- Maintain current CPR certification (training provided by the school)

Essential Duties (including but not limited to the following):

- Able to answer questions (i.e., about tuition cost, hours, dress code) and then making available the admissions paperwork
- Set up and track online applications/online enrollments

- Walk families through the admissions process, tracking progress and communicating next steps including testing, interviews and tours.
- Give new family tours and clearly communicate the benefits of a Christian education
- Request records from previous schools for new students
- Schedule family interview and testing new students
- Communicate admissions decision with family and work with the principal and teachers regarding start dates and curriculum for mid-year enrollments.
- Set up new admission/enrollment promotions
- Communicate regularly with families with a goal toward retention
- Administer ACE Scholarships/ Big Sky Scholarships/Tuition Assistance in conjunction with Head of School
- Plan, promote and manage events such as Bach to School Night
- Create a long term plan for retention and recruitment
- Work with the Marketing and Development Director to plan promotional events that benefit the school student growth
- Seek opportunities to pray and counsel with students and parents
- Participate in and lead staff devotions

