

Grace Christian Academy

Administrative Job Description

TITLE: Admissions and Outreach Director

REPORTS TO: Principal

START DATE: Immediate

STATUS: Full/Part Time

The Admission and Outreach Director is responsible for the recruitment, enrollment and retention of students at Grace in order to maximize the capacity of the school. The Director is also responsible for maintaining advantageous relationships with the parents of current and prospective students, as well as the outside community.

REQUIRED QUALIFICATIONS:

1. A Christian role model in attitude, speech and actions toward others.
2. Fluent in Spanish.
3. Strong verbal and written communication skills.
4. A Bachelor's degree in education, early childhood, social work, business or other related field OR five or more years of experience in a recruitment/enrollment position, preferably at a school.

GENERAL DESCRIPTION:

1. Energetic people-person; strong interpersonal and communication skills; able to connect with new people; great networker.
2. Self-motivated; needs little direction supervision.
3. Strong time management skills: able to plan, lead and execute ideas, ability to produce quality work within tight timeframes and simultaneously manage several projects.
4. Ability to facilitate and participate in group meetings.
5. Capability to build consensus and work within the framework of a team.
6. Willingness to confront matters and engage in productive collaboration.
7. Availability to attend functions and meetings during non-school hours.
8. Maintain a high level of professionalism in conversation and appearance.
9. Familiarity with Christian education and Chicago's Southwest side preferred.

SPECIFIC RESPONSIBILITIES:

1. Work with the Marketing Director to develop and implement a comprehensive annual plan that promotes awareness of the school in the community in order to attract prospective families to the school.
2. Develop relationships with churches, daycare centers and other organizations that can provide students to the school.
3. Plan and support events that invite prospective parents to experience the Grace community.
4. Work with the Marketing Director to develop a marketing plan and materials for the recruitment and retention of students.
5. Empower and equip parent leaders and groups to assist in the promotion of the school, as well as the recruitment and retention of students.
6. Greet and screen all new prospective parents; develop and refine a “visit experience” for them.
7. Implement a system that tracks all contacts from prospective parents, the follow-up actions taken, and the current status of each family.
8. Manage the entire registration and enrollment process; develop all forms used in this process.
9. Implement a system that tracks the re-enrollment status of each family with students in school; track class sizes, perspectives and potential waitlists.
10. Manage the financial aid application and award procedure for new and current students.
11. Manage the DHS Action for Children application and admission process, and the administrative requirements of the program.
12. Support the development and growth of parent engagement programs, including parent ambassadors and other volunteer opportunities
13. Monitor parent needs through availability, developing relationships with parents and the annual Parent Satisfaction Survey.
14. Participate with the administrative team in strategic planning; enrollment and financial aid goals and policies; budgeting based on projected tuition income; and the development of programs and internal policies.
15. Serve as the primary contact for Spanish-speaking parents and visitors.
16. General back-up administrative support in the school office as needed.
17. Organize/plan/host school events and programs

If Interested:

Please send email a resume to admin@gcachicago.org