

**Job Title:** Director of Admissions

**Job Family:** Certificated

**Reports To:** Chief Operating Officer

**Number/Titles of Subordinates:** Campus Admissions Coordinators

**Peers:** Campus Principals, Campus Vice Principals, Guidance Counselors, International Admission Office Staff

**EEO:** Officials and Managers

**N/E:** Exempt

**Main Purpose of the Position:** The Director of Admissions shall be responsible for coordinating admissions procedures at all three of the Valley Christian Schools campuses. Director shall do this by creating admissions procedures and documentation, being a part of the interview and admittance decisions, overseeing Open Houses and other admissions-related events, shadowing, tours, and outreach programs. Director shall ensure a focus on bringing into VCS students committed to academic achievement, artistic beauty, and athletic distinction all within a Christian worldview.

**Christian Role Model Commitment:**

* Express a testimony of a personal relationship with God through Jesus Christ.
* Serve as a Christian role model and a consecrated Christian, dedicated to the purpose and goals of the Christian school.
* Have an understanding of the philosophy and objectives of Valley Christian Schools.
* Be regular in attendance at a Christian Bible believing church of your choice.
* Be in agreement with the VCS Statement of Faith and be committed to daily prayer and spiritual growth. (I Tim. 1:3; I Tim. 2:1-8; I Tim. 3:1-13; I Thess. 5:11-28; Rom. 12:14-21; Rom.14: 4; Gal. 6:1-10).

**Personal and Professional Qualifications:**

* Have a proven evidence of adequate preparation, background and ability required by the position.
* Be committed to implement and enforce policies and follow prescribed procedures.
* Have the skill to make and effectively communicate timely decisions.
* Have the ability to foster creativity and be responsible for creative ideas.

**List Job Duties:**

1. Standardize and coordinate admissions process and materials for all three campuses in cooperation with lead administrators and program leaders including Conservatory of the Arts, AMSE, BEI, Athletics and Marketing.

2. Coordinate with all three VCS campus Principals and Admissions Coordinators for an effective K-12 admissions application, interview and enrollment process.

3. Oversee Open Houses, Warrior Welcome Nights and similar events for all three campuses.

4. Serve as a primary “first contact” for prospective VCHS applicants and their parents, articulating the vision, philosophy of Christian education, specific programs available at each school, and the process for admissions. These articulations take place primarily through scheduled appointments, drop-by appointments, phone calls, web-cam calls, emails, and group presentations.

5. Oversee tours and shadow programs for VCHS and assist with tours, as needed, for the junior high and elementary campuses.

6. Standardize and coordinate admissions process and materials for all three campuses in

cooperation with lead administrators and program leaders including Conservatory of the Arts, AMSE, BEI, Athletics and Marketing.

7. In conjunction with the Marketing Department, produce materials and presentations for prospective students and their families consistent with the themes and distinctive of

Valley Christian Schools.

8. Develop relationships with other Christian, private secular, and public schools in the area. Assist schools with applications to Valley Christian Schools for a more informed and effective process.

9. Develop and coordinate events and/or presentations at local feeder schools that promote application to Valley Christian Schools, such as school visits, the Guaranteed Admissions Agreements, Principals and other staff visits to our campus and events, etc.

10. Represent Valley Christian Schools at local high school fairs.

11. Develop relationships with and outreach events to local churches with a goal to maintain and increase the percentage of Christian families choosing to apply to Valley Christian Schools.

12. Work with the VCHS administration for strategic outreaches to VCJH 7th & 8th graders, with a goal to reduce attrition from the junior high to our high school campus.

13. Monitor progress of current VCJH 8th graders and, in conjunction with the both campuses’ Principals and Deans of Discipline, maintain a process of additional interviews, documentation, and/or disciplinary and academic contracts for students who may not be a good “fit” coming into VCHS as 9th graders.

14. Develop and coordinate events that provide opportunities for students and parents from other schools to visit Valley Christian Schools outside of normal venues, such as Athletic events or Open Houses.

15. Work with the Director of International Students for the application and admissions of international students in accordance with the Department of Homeland Security guidelines.

16. Work with the Director of International Students for a comprehensive marketing program for the recruitment of international students, including working with appropriate recruiting agencies.

17. Maintain proper documentation, report procedures, and certification programs with the federal SEVP (Student Exchange Visitor Program) for all international students attending VCS with an I-20 and entering the USA on an F-1 or other student visa.

18. Assist the Director of Marketing with advertising plans and marketing materials of high quality specific to each campus.

19. Coordinate with the Director of Marketing, along with the Information System Specialist, the implementation of a communications plan for all prospects and applicants.

20. Interview applicants to VCHS, both domestic and international.

21. Oversee recruitment and training of other VCS faculty and staff to assist in the interviewing process.

22. Oversee, in coordination with the Principals, scheduled VCHS Admissions Team meetings for admissions decision-making for the VCJH and VCHS, as well as the decision notifications (acceptances, rejections, wait pool) and the subsequent enrollment of new students.

23. Provide for input of various VCHS stakeholders (for example; Conservatory of the Arts, AMSE, BEI and Athletics) to give input on specific applicants before admissions decisions are made.

24. Oversee, in coordination with the Principals, VCS IT, and the Finance and Business Services, the reenrollment of current VCS families into grades 6 - 12. This includes consulting with individual VCS families throughout the spring and summer around the issues of completing enrollment.

25. Strategize for and maintain, in coordination with the Chief Operating Officer, enrollment numbers from specified zip codes on the Skyway campus in compliance with City of San Jose Planned Development guidelines.

26. Gather, maintain and analyze inquiry, admissions and enrollment data on an annual basis in conjunction with the Information System Specialist.

27. Produce regular admissions and enrollment reports for VCHS administration, and also for the Office of the Superintendent as requested.

28. Stay abreast of local and national trends in private and Christian school admissions, as well as availability of training, networking, and technological advances and innovation for the task of admissions and enrollment.

**Essential Functions:**

* Work directly with prospective families towards enrollment into Valley Christian Schools
* Direct the admissions process for all three campuses, working with campus Admissions Coordinators and in conjunction with the campus Principals.
* Develop relationships with local public and private schools, and churches.
* Coordinate with the International Students Director the admissions for the international student program.

**Non-Essential Functions:**

Some tasks, such collecting documentation for the application, running the Shadowing program, coordinating parent volunteers for Open Houses, etc. could be performed by support staff.

**Supervisory Responsibilities:**

Trains the Admissions Coordinators for all three campuses. Works closely with registrar for all three campuses but does not have direct supervisory responsibility.

**Knowledge and Skills:**

1. B.S. /B.A. Degree.

2. Master’s degree preferred

3. Maintain ACSI certificate.

4. Minimum of three years of successful guidance counseling and/or administrative experience with at least one year at the high school level.

5. Excellent written and verbal skills.

6. Presentation software and media experience.

**Fiscal Responsibilities: (Budget responsibilities, approval privileges, reporting and auditing)**

Works with Marketing and campus Principals to determine budget for advertising, open houses, etc**.**

**Extent of Public Contact: (Type and frequency)**

* Daily contact with teachers, staff, coaches, students, parents, guests and school administrators.
* Further contact with public and private school principals and church leadership.

**Physical Demands: lifting, walking, equipment operations**

Ability to operate a computer and other office equipment. No heavy lifting.

**Working Conditions and Environment: travel, usual work hours, environmental conditions**

Work is performed in an office, classroom, and offsite environment. This position is required to travel between campuses and to local schools and churches.