

Position: Director of Admissions

Accountable to: Head of School

Purpose: To recruit and retain mission-appropriate students for St. Luke's Episcopal School enrollment.

To lead families through the Admission process from inquiry to enrollment process from inquiry to acceptance.

Terms of Employment: 12 months

Primary Duties and Responsibilities Include but are not limited to:

Representing the school:

1. Represent and promote good school relationships at all school activities, both at school and in the community
2. Represent and promote the school by the qualities of enthusiasm, organization, diplomacy, and professionalism in word and appearance
3. Serve as the Chair of the Admissions Committee
4. Serve as the Chair of the Financial Assistance Committee

Recruitment

1. Guide the process of admissions
 - a. Interview parents and coordinate admission calendar
 - b. Conduct campus tours
 - c. coordinate admission screenings and test dates for students
2. Use different strategies for the recruitment of students
 - a. Planning annual preview open houses for recruitment
 - b. Maintaining open communications with area schools' admission officers
 - c. Representing and promoting the school at luncheons, off-campus meetings for prospective parents, school nights/fairs/etc.
 - d. Attempt to create a diverse campus through different strategies
 - e. Speaking with realtors and human resource managers

Retention

1. Co-ordinate all re-enrollment of current students, including maintaining open communications with classroom teachers for planning classroom view nights
2. Plan "Looking Forward Night" for retention of current families
3. Along with the School Counselor and Director of Instruction, review student progress (curriculum changes and student progress (retention placement))
4. Along with the Executive Director of Business, review any issues

Financial Assistance

1. Manage the administration of all financial aid and scholarship programs
2. Locate qualified minority students for scholarship enhancements and other possible assistance

Communication

1. Co-ordinate materials for admissions
 - a. Development of view books, admission forms, contracts, power points, advertisements, and website information for recruiting and retention purposes in line with the mission of the school
 - b. Request and maintain correspondence with area schools regarding transcripts, records, and recommendations for enrolling and departing students
 - c. Accurate maintenance of admission folders, future sibling lists, cumulative records, and database information for current, prospective, and alumni students
 - d. In conjunction with the School Counselor, provided graduating 8th graders with current information on high school

General

1. Serve on the Administrative Team
2. Help with Board projects under the Head's direction
3. Serve as Chair of the Admissions Committee
4. Serve as Chair of the Financial Assistance Committee
5. Attend conferences to enhance the duties of the office