

Trinity Christian School
Morgantown, WV

General Description

Job Summary: The Director of Admissions and Employee Services is responsible to the Superintendent in matters related to the enrollment of new students and re-enrollment of current students (65%); and management of employee services (35%). He/she will provide leadership and assistance to other administrative staff as needed.

Hired by: Superintendent with approval from TCS Board of Directors

Responsible to: Superintendent

Supervises: Receptionist(s), School Nurse(s), Cook(s), Bus Driver(s), Administrative Assistant

Evaluated: An annual written evaluation is provided by the Superintendent.

Type of Position: This is a *contracted, exempt* position that is paid on a *salaried* basis.

Last Revision: September 2023

Required Spiritual Qualities

It is expected that the Director of Admissions and Employee Services will:

- Acknowledge Christ as Savior and seek to live his/her life as His disciple.
- Believe the Bible to be the only infallible, inspired, authoritative, inerrant Word of God, our standard for faith and practice.
- Believe, endorse, and actively support the school's **Statement of Faith** (attached).
- Demonstrate a desire for spiritual growth as evidenced by his/her prayer life, Bible study, and spiritual outreach to others.
- Be 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.
- Demonstrate the fruit of the Spirit (Galatian 5: 22-23).
- Share the Christian faith with others.
- Have a Christ-centered home.
- Actively participate in a local Bible-believing church (i.e., whose Statement of Faith is consistent with the school).

Required Professional Qualities

It is expected that the Director of Admissions and Employee Services will:

- Hold a Bachelor's degree in a related field or equivalent work experience in the field.
- Demonstrate a reasonable level of computer literacy. Basic proficiency is needed in word processing, spreadsheet, e-mailing, and accessing the Internet.
- Demonstrate knowledge of the school's Christian mission and standards, as well as its curricular and extracurricular programming and requirements.
- Maintain an acceptable attendance record and be punctual. Notify chain of command

regarding his/her personal daily work schedule.

Required Personal Qualities

It is expected that the Director of Admissions and Employee Services will:

- Sign and live by the School's **Biblical Lifestyle Statement** (attached), as well as the Vision and Mission Statements, Statement of Beliefs, and Code of Ethics and Standards of Conduct Statement (Board Policy Manual) as a condition for employment and continued employment in this ministry.
- Demonstrate a sensitivity and ability to interact effectively with staff, parents, volunteers, and children in a collaborative and constructive manner.
- Meet everyday stress with emotional stability, objectivity, and optimism.
- Understand the importance of discernment, discretion, and confidentiality in the operation of the school.
- Display courtesy and patience in dealing with others.
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- Defend principles and conviction in the face of pressure and partisan influence.
- Recognize his/her own mistakes and take measures to correct them.
- Use acceptable English in written and oral communication. Speak with clear articulation.
- Respectfully submit and be loyal to constituted authority.
- Seek to appreciate and understand the uniqueness of the community.
- Place his/her school ministry ahead of other jobs or volunteer activities.
- Maintain a personal appearance that is a Christian role model of cleanliness, modesty, and good taste consistent with school policy.
- Demonstrate openness to new ideas, initiatives, and concepts in education.
- Engage in life-long learning and ongoing professional development.

Essential Job Functions - Accountabilities

It is expected that the Director of Admissions and Employee Services will perform the following duties:

Admissions, Recruitment, and Retention

- Oversee and administer the admissions and re-enrollment in a manner that preserves the mission of the school and its discipleship model of Christian education.
- Use independent discretion to design and implement recruiting materials for prospective new students.
- Manage and oversee all aspects of new student enrollment, including but not limited to applications, tours, family interviews, financial aid applications and awards, and new family and student orientations.
- Manage and oversee the re-enrollment process for returning students and withdrawal process for departing students in accordance with school policy.
- Perform all exit interviews with students and parents. Prepare a written report for school administration regarding each exit interview.
- Works in conjunction with the Director of Advancement to plan and execute recruitment efforts (visitation days, etc.).
- Maintain records to document interactions, interventions, and decisions.
- Meet with school administration on a regular basis to provide feedback, discuss programming, confer about and pray for individual students, and/or receive direction.
- Represent the school in a favorable and professional manner to the school's constituency and the general public.

Organization Management

- Assist the Superintendent with organizational duties on a regular basis.
- Serve as a member of the administrative support team and recommend or formulate solutions (e.g., new policies or procedures).
- Supervise and evaluate the administration support staff, school nurse(s), cook(s), bus driver(s), and administrative assistant.
- Ensure the work environment is Christian-based, nurturing, wholesome, and loving.
- Follow the Matthew 18 principle in dealing with conflict with students, parents, staff, and administration.
- Organize and maintain student information and family records, using appropriate technology tools and/or manual systems.
- Work with local school districts to supply required attendance and transportation records.
- Assist with TC Membership, including but not limited to record keeping, registration, announcements, meeting facilitation, etc.
- Organize and maintain the records for school facilities, licenses, certifications, accreditation certificates, background checks, etc.

Employee Services

- Ensure the work environment is Christian-based, nurturing, wholesome, and loving.
- Organize and develop a records management system for maintaining all files necessary for the human resource management function.
- Receive and screen calls, emails, and written requests from job applicants.
- Answer inquiries regarding job openings and the application process.
- Provide information regarding employee compensation and benefits, and employment policies and procedures.
- Represent the school to potential applicants, current employees, and to the public in a professional manner.
- Prepare and post job announcements.
- Process and initially screen job applications.
- Send notices/letters to applicants. Create and distribute interview packets.
- Assist departments and school administrators with scheduling employment interviews.
- Participate in employment interviews and make recommendations that influence hiring decisions.
- Participate in employee discipline activities and make recommendations that influence termination decisions.
- Prepare benefits packets for new employees.
- Process new employee background checks.
- Ensure that all employee personnel files are up-to-date.
- Ensure efficient coordination of the new employee hiring process.
- Administer various employee benefits (e.g., insurance programs, worker's compensation).
- Research appropriate/competitive salary scales and benefits packages.
- Review and update job descriptions, contract language, and Employee Handbooks.
- Administer employee leave policies.
- Manage and coordinate exit interviews in conjunction with school administrators for departing employees.
- Ensure all necessary separation paperwork is processed and maintained when employees leave the organization (COBRA, etc.).
- Assign substitute teachers as needed.
- Manage the substitute teacher staff.
- Keep abreast of periodic developments in relevant employment legislation and regulations, as well as relevant employment policies implemented by the Board of

Directors.

- Interpret and apply human resource management policies and procedures for the school.
- Keep abreast of requirements for state licensing and ACSI certification and accreditation certificate.
- Serve as school coordinator for ACSI faculty certification.

Note: Special circumstances may arise that may result in other duties being assigned.

Biblical Lifestyle Statement

TRINITY CHRISTIAN SCHOOL is a religious, non-profit, private Christian school representing Jesus Christ by helping parents prepare their children spiritually, academically, physically, and socially to become His disciples. The Biblical and philosophical goal of TRINITY CHRISTIAN SCHOOL is to work with families who desire that they and their children develop into mature, Christ-like individuals who will be able to exhibit a Christ-like life.

TRINITY CHRISTIAN SCHOOL requires that employees, families and students maintain high standards of Biblical conduct, living their lives as Christian role models at all times in and out of the school environment. Employees, families and students are expected to demonstrate a teachable spirit, an ability to share love for others, and a willingness to follow authority. A Christian lifestyle should reflect the Biblical standards and principles associated with demonstrating strong character, appropriate personal and family relationships, personal conduct, and moral behavior. It is also the goal of TRINITY CHRISTIAN SCHOOL to foster an environment where each employee and student will display conduct that encourages others to continually develop a personal relationship with Jesus Christ.

TRINITY CHRISTIAN SCHOOL's Biblical role is to work in conjunction with families to mold students to be Christ-like. On occasion, an employee, family, or student's conduct may be in opposition to the Biblical lifestyle and standards the school teaches and follows. In such cases, the school reserves the right, within its sole discretion as a non-profit Christian school, to dismiss an employee, family or student or discontinue the enrollment and admission process of a prospective student, for violating school prescribed standards of a Biblical lifestyle.

I have read the Trinity Christian School Biblical Lifestyle Statement and had the opportunity to ask questions and seek clarification on any issues which may be unclear to me. I agree to support the ministry's position and to diligently and unequivocally encourage others to comply also.

Signature

Date

STATEMENT OF FAITH

(Based on the Nicene Creed – which predates any major Church splits)

- 1) We believe in one God, the Father, the Almighty, maker of heaven and earth, of all that is seen and unseen.
- 2) We believe in one Lord, Jesus Christ, the only Son of God, eternally begotten of the Father, God from God, Light from Light, true God from true God, begotten, not made, of one being with the Father. Through Him all things were made. For us and for our salvation He came down from heaven; by the power of the Holy Spirit He became incarnate from the Virgin Mary, and was made man. For our sake He was crucified under Pontius Pilate; He suffered death and was buried. On the third day He rose again in accordance with the Scriptures; He ascended into heaven and is seated at the right hand of the Father. He will come again in glory to judge the living and the dead, and His kingdom will have no end.
- 3) We believe in the Holy Spirit, the Lord, the giver of life, who proceeds from the Father and the Son. With the Father and the Son, He is worshipped and glorified. He has spoken through the Prophets.
- 4) We believe all Scripture is able to instruct us for salvation through faith in Jesus Christ. Scripture is inspired by God and is useful for teaching, for reproof, for correction, and for training in righteousness so that everyone who belongs to God may be proficient, equipped for every good work. (II Timothy 3:15,16) Therefore we believe in the Bible as the sole rule and guide for Christian faith and practice and for spiritual matters within the school.
- 5) We believe in one holy and universal church comprised of those who have placed their faith in Christ.
- 6) We believe in the Gospel of salvation by faith in Jesus Christ alone.

As a corporation, we do not endorse specific beliefs with regard to potentially divisive issues including but not limited to: modes of baptism, spiritual gifts, eternal security, and end time events surrounding the Lord's return.

I have read the Trinity Christian School Statement of Faith and have had the opportunity to ask questions and seek clarification on any issues which may be unclear to me. I agree to support the ministry's position and to diligently and unequivocally encourage others to comply also.
