



**Job Title:** Admissions Director/Registrar

**Reports to:** Head Administrator

**Description:** Work with prospective students, as well as other school administrators, regarding all matters of recruitment and admissions. Promote Legacy to prospective candidates and their families, primarily through personal interviews and tours of the institution. Direct the admissions process from point of inquiry through enrollment. Responsible for student records. Process student admission, enrollment, transfers and withdrawals. Maintain the academic record of all students, help plan and implement the registration process, work with other administrators and volunteers to coordinate placement testing and family interviews, and help resolve scheduling conflicts.

**Qualifications:** Must be a follower of Jesus Christ and agree/live in accordance with the school's statement of faith.

**Education/Certification:** Degree Required; Experience preferred

**Special Knowledge/Skills:** Ability to maintain accurate and auditable records. Fluency in Word and Excel. Ability to quickly master other databases and computer software programs. Able to develop and maintain spreadsheets and coordinate multiple stages of admission. Strong organizational, communication and interpersonal skills.

**Major Responsibilities and Duties:** Records, Reports, and Correspondence

1. Maintain physical and computerized records including student cumulative folders, progress reports, and schedule changes.
2. Process new student records, including requesting transcripts and records from other schools, setting up cumulative folder, and entering student data into appropriate databases.
3. Coordinate printing of final year report cards, and closing out of school years.
4. Process and transmit requests for student information.

5. Attend informational meetings, produce folders/information for the meetings, collect forms from families at the meeting, provide follow-up to families after the meeting.
6. Provide updates to families regarding their admission status.
7. Assist High School Advisor with the enrollment, withdrawal, and transfer of students and process applicable records.
8. Assist campus administration and counselors with the preparation of reports and student data information. Provide weekly updates to administration during the enrollment period.
9. Manage, maintain and coordinate applications received from Praxi.

**Other**

10. Marketing of Legacy in the community by visiting businesses, seeking out partnerships, speaking/presenting at Private School Showcases or preschools, etc.
11. Provide tours to families interested in visiting the school.
12. Coordinate distribution of student identification cards, parking passes for student drivers, etc.
13. Coordinate shadow visits of potential students.
14. Maintain confidentiality of information.
15. Other duties as assigned.