

The Academy of Classical Christian Studies

Job Description: *Development Coordinator – upd. 3-14-19*



THIS IS A PART-TIME, NON-EXEMPT POSITION

- Work with Dialectic and Rhetoric principals to obtain information on class electives, course tracks, concurrent enrollment, etc. in order to communicate information clearly to prospective parents.
- Correspond with interested/prospective Upper School families via phone or email in a timely matter and schedule tours and View Events at the Midtown Campus
- Organize informational meetings for parents of incoming sixth graders and incoming ninth graders as well as meetings/shadowing opportunities for current students entering sixth or ninth grade.
- Process FACTS SIS enrollment packets and applications for Dialectic and Rhetoric students
- Maintain class list spreadsheet for Dialectic and Rhetoric classes throughout admissions season
- Assist with scheduling testing and interviews for all grades (including Admissions Weekend)
- Work with the Assistant Headmaster in marketing and publishing materials to spur interest in The Academy in our surrounding communities
- Work with Admissions Lead and IT to keep FACTS SIS current regarding student records
- Assist with tours across grades and district as needed
- Work with parents, students, and administration to maintain appropriate records with regards to 504 plans and Educational Modification Plans

Admissions Lead/FACTS Administrator:

- Manage and update FACTS SIS Online Enrollment and Online Application
- Keep 'Admissions Tab' on the school website up to date
- Work with Assistant Headmaster and administration to set admissions calendar, deadlines, fees/tuition, etc.
- Manage and report weekly enrollment updates in the spring and summer to Assistant Headmaster and other administration.
- Manage, inventory, and order all admissions testing materials
- Correspond with interested/prospective grammar school families via phone or email in a timely matter and schedule tours and View Events at the South and North campuses

- Present the school to prospective students and parents which includes systematic and efficient handling of applications, follow-up correspondence, and communication with arrangements for admissions testing, family interviews, and communication of final decisions to appropriate individuals
- Process all re-enrollment paperwork
- Conduct Campus Tours for prospective grammar school families and other families across the district as needed
- Attend Education Team meetings as scheduled
- Assist Operation and Education Team with Parent Orientation
- Coordinate FACTS set-up and administration
- Invoice incidental expenses to families' accounts from various departments
- Make any necessary adjustments to FACTS (withdrawals, transfers, late enrollments, etc.)
- Work with Financial Controller to ensure all tuition is noted in FACTS correctly and all waivers, scholarships, etc. are appropriately tracked
- Work with parents and administration to maintain appropriate records with regards to students with *Lindsey Nicole Henry Scholarships*, and submit quarterly reports to the OK Department of Special Education
- Work with Assistant Headmaster during the scholarship process to:
 - Notify families of requirements and due dates
 - Ensure all paperwork is submitted and organized for processing