



# Job Description

Revised 2026

JOB TITLE:	Director of Admissions
HIRED BY:	Superintendent
REPORTS TO (title):	Superintendent
SUPERVISES:	No direct supervisory responsibilities
DEPARTMENT NAME AND LEVEL:	Administration
EVALUATION SCHEDULE:	Annual written evaluation by superintendent
JOB STATUS (full/part):	Full-time (average of 30 hours/week)
FLSA STATUS:	Exempt

## GENERAL DESCRIPTION

The Director of Admissions represents the school for the purposes of promoting student interest in enrollment. The Director of Admissions is responsible for oversight of the entire admissions process for the SA campus; including, but not limited to, promotion, processing student data, new student applicants, enrollment, and re-enrollment, scheduling assessments, touring potential families, working with principals and potentially assisting with testing of potential incoming students. The Director of Admissions must also maintain phone and email contacts with possible future Salem Academy students.

## REQUIRED PROFESSIONAL QUALITIES

*It is expected that the Director of Admissions will ...*

- Pleasant and positive personality who meets the public well.
- Pleasant and positive voice with good phone skills.
- Ability to handle confidential materials.
- Can handle emergencies with emotional maturity.
- A love for working with people.
- An ability to lead, correct, and supervise others in a positive manner.
- Must be self-motivated, well-organized and demonstrate good time management skills.
- Must represent the school in a professional manner, both on and off campus.
- Demonstrate the ability to interact effectively and enthusiastically with students, parents, pastors, and other constituencies.
- Demonstrate the ability to communicate effectively in oral and written forms.
- Must be comfortable with contacting prospects via the telephone as well as personal contacts.
- Ability to apply school policy when dealing with parents, students, and staff in the application/enrollment process.
- Strong administrative, organizational, and computer skills.
- Must possess the ability to represent the values and spirit of Salem Academy to the public.
- Candidates must have a solid Christian perspective, and be comfortable with and in agreement with the mission and lifestyle values of Salem Academy Christian Schools.
- Ability to function independently; must be a self-starter and exercise good judgment.

- Ability to evaluate from a biblical and educational perspective the potential new students and families according to Salem Academy Christian Schools expectations.
- Ability to use discernment when reviewing applications and professionally relay negative outcomes to potential families.
- Must be able to have open communication with the Superintendent concerning the evaluation process with potential parent partners.

## **REQUIRED EXPERIENCE**

*It is expected that the Director of Admissions will...*

- Experience in Admissions or Student Recruitment is preferred.
- Sales/Marketing experience is highly desirable.
- Experience as a Salem Academy parent or alumni would add positive perspective.
- Experience with spreadsheets required.

## **REQUIRED EDUCATION**

*It is expected that the Director of Admissions will...*

- Bachelor's degree is desired but could evaluate life experiences on a case-by-case basis.

## **ESSENTIAL FUNCTIONS**

### **RE-ENROLLMENT FUNCTIONS**

- To participate in divisional planning and goal setting for returning students.
- Create strategies to increase re-enrollment.
- Work with the Director of Finance in follow-up with those current students not re-enrolled.

### **RESPONSIBILITIES:**

- A. Point of contact for all admission inquiries
  - Phone calls (keep a log of calls and follow-up notes)
  - Walk-ins
  - Letters of inquiry
  - Website inquiries
  - Schedule and conduct campus tours
  - Enter into data base
- B. Correspondence with all prospective and pre-enrolled students.
  - Follow up on initial inquiry
  - Continued correspondence through the decision process
  - Response to receipt of initial paperwork
- C. Process New Applications
  - Coordinate all admissions paperwork from the point of inquiry to enrollment.
  - Set up files on applicants to receive admissions paperwork (applications, testing, recommendations, testimonies, transcripts, etc.).
  - When file is complete, schedule principal interviews and testing prior to acceptance.
  - Letter of formal admission/denial.
  - Track the receiving of registration monies, and follow-up on those beyond 2 weeks.
  - When the registration fee has been received, they are considered an enrolled student. At that point they are turned over to the Registrar who then mails out the enrollment paperwork (class choices, medical records, transcript requests, etc.).
- D. Coordinate and provide input for the admissions section of the website.
- E. Liaison between Salem Academy and potential feeder Pre-K schools.
  - Obtain names/addresses of students exiting any area feeder school.
  - Conduct campus visits and do admissions presentations (whole classes, school).
  - Coordinate Open House on campus.

- Develop relationship with the home school network regarding possible service.

#### **REQUIRED SPIRITUAL QUALITIES (all employees)**

- Acknowledge Christ as Savior and seek to live life as His disciple.
- Believe and actively support Salem Academy's Statement of Faith.
- Demonstrate a desire for spiritual growth as evidenced by his or her prayer life, Bible study, and spiritual outreach to others.
- Be a Christian role model in attitude, speech, and actions toward others.
- Have a Christ-centered home and actively participate in a local bible believe church.
- "Work willingly at whatever you do, as though you are working for the Lord rather than for people." Colossians 3:23.
- Follow the Matthew 18 biblical principle in dealing with conflict with students, parents, staff and administration.

#### **REQUIRED SPIRITUAL LEADERSHIP QUALITIES**

- Have a conviction that God has called her or him to Christian school administration.
- Provide spiritual leadership and guidance to faculty, staff, and students regularly on both a formal and informal basis.
- Build a Christ-centered program based on the total release of oneself to follow Christ's example.
- Engage in Christ's local and global mission of making disciples.

#### **REQUIRED PERSONAL QUALITIES**

- Sign and live by the school's lifestyle statement, found in the Employee Handbook, as a condition for employment and continued employment in this ministry.
- Compliance with Salem Academy's general standards of attendance is acceptable.

#### **ESSENTIAL JOB FUNCTIONS – PHYSICAL, MENTAL, & ENVIRONMENTAL REQUIREMENTS**

**Physical Demands** – the following represents the physical requirement that must be met by the individual to fully perform the essential functions of this job:

The physical effort typically applied in this job includes:

	Lifting	Pulling	Shoveling
	Carrying	Pushing	Other (specify)
X	Keying/typing	Reaching	

The amount of effort typically applied and frequency of application:

Amount of Effort Applied	% of Time Effort is Applied			
	Less than 15%	15 to 40 %	40 to 70 %	More than 70 %
Less than 1 lb.				X
Between 1 & 5 lbs.	X			
Between 5 & 25 lbs.	X			
Between 25 & 60 lbs.				
More than 60 lbs.				

The effort reflected in the above chart is typically applied in the following work positions:

X	Sitting	X	Standing	X	Walking – must be able to walk the campus in one day (minimum of 1 mile)
	Stooping		Bending		Confined
	Other (specify)				

**Mental/Visual Demands** – the following represents the mental/visual requirement that must be met by the individual to fully perform the essential functions of this job:

	Occasional mental and/ or visual attention; the operation preformed is either close to being automatic or the duties require attention only at long intervals
X	Frequent mental and/ or visual attention; the flow of work is intermittent with checking or inspection involved.
	Continuous mental and/ or visual attention; the work is either repetitive or diversified requiring constant alertness to monitor the production process and/ or defects.
	Concentrated mental and/ or visual attention; the work involves performing complex tasks to very close accuracy and quality specifications; or a high degree of hand and eye coordination for sustained periods.
	Intense and/ or exacting mental/ or visual attention; the work involves visualizing, planning, laying out, or otherwise performing very involved and complex work.

**Working Environment** – Individual is exposed to the following work conditions while performing the essential functions of this job:

	Regularly	Occasionally
Indoors	X	
Outdoor weather conditions		X
Moderate levels of sound		X
Dust or airborne particles		
High levels of sound, which may require use of ear protection		
Slippery surfaces		X
Hot, cold, wet, or humid conditions		X

#### Signatures and Dates

The following signatures are required to confirm the accuracy and completeness of the job description; that essential functions are aligned with Salem Academy goals and objectives; to validate that it is clear, concise, and supports compliance with legal considerations; and employee understanding of the job requirements. NOTE: Because jobs change, management reserves the right to add to or change the duties of the position at any time.

Employee	Date	Next Level of Management	Date