



**K-12 Flagstaff Christian School**  
**Operations and Admissions Coordinator**

**TITLE:** Operations and Admissions Coordinator

**JOB SUMMARY:** Responsible for the operational aspects of our SIS, parent communications, admissions, social media, and assisting our Advancement Director. This is a full-time, in-person position. Please email [ruddell@flagchristian.org](mailto:ruddell@flagchristian.org) for more information.

**QUALIFICATIONS:**

1. Personal relationship with Christ and demonstrates Spiritual Leadership as outlined below.
2. Has earned a Bachelor's Degree from an accredited University or equivalent.
3. Experience in field for 2+ years.
4. Willing to complete ACSI certifications if required by ACSI.
5. Will pass a criminal background check.

**REPORTS TO:** Head of School

**SUPERVISES:** N/A

**LOCATION:** West Campus, or determined by HOS

**TERMS OF EMPLOYMENT:** 12-month term. No school Fridays, school is not in session from Nov 28, 2024- January 5, 2025 (\*must be flexible during this time, flexible hours and location). Flexible hours and location in summer as well.

**EVALUATION:** Job performance will be evaluated through 30- and 90-day reviews, formal and informal evaluations, and performance of goals.

**SALARY:** \$18-25 Commensurate with education and experience.

## **Job Responsibilities:**

### **1. Spiritual Leadership**

- a. Provides spiritual leadership with Christ-like actions, attitudes, and all communications in keeping with the scriptural principles with all members of the FCS community.
- b. Commitment to a vibrant walk with Christ including regular spiritual disciplines of prayer, Bible reading, church attendance, devotion attendance, and accountability.
- c. Commitment to continual and ongoing personal and professional growth, modeling teachability, and lifelong learning to our community.
- d. Faculty and staff are expected to uphold the FCS Doctrinal Statement and Position on Critical Issues. We are to promote the unity of the believers and avoid denominational issues.

### **2. Team Member**

- a. Demonstrates respect for each individual student, faculty, and staff member and facilitates opportunities for development of spiritual and academic growth from a Christ centered Biblical worldview.
- b. Develop an appreciation of and respect for the role and individuality of parents and partner with parents in their child's education.
- c. Develop and implement a plan for continued professional development.
- d. Shows evidence of an ongoing self-evaluation plan which provides ongoing feedback for continued development.
- e. Promptly complete student information to appropriate personnel when needed.
- f. Organize the physical environment in a tidy, clean, joyful manner to encourage and maximize organizational culture.
- g. Take necessary and responsible precautions to protect students, equipment, and facilities.
- h. Understand and be able to implement all building emergency procedures.
- i. Develop and maintain effective positive communication with administrative personnel and co-workers.
- j. Perform additional duties as requested.

### **3. K-12 Social Media**

- a. Maintain social media accounts weekly, including but not limited to Facebook and Instagram.
- b. Develop and curate engaging content for social media platforms.
- c. Edit written, video, and photo content as needed.
- d. Interact with users and respond to social media messages, inquiries, and comments in a 24hr business day period.
- e. Private School Review kept current and maintain inquiries.

### **4. Advancement (currently vacant)**

- a. Attending weekly development meetings.
- b. Directing mailings.
- c. Creating reports.

- d. Communication with potential donors, calling, texting, setting up meetings, organizing and following through with call backs.
- e. Set schedule with Advancement Director for meetings.
- f. Organize large group gatherings/events as needed.
- g. Organizing the call list and tracking calls, upcoming and past.
- h. Networking at events, with Chamber of Commerce, and other organizations to build donor contact lists.

5. **K-12 Events**

- a. Assist Head of School with planning of school events.
- b. Coordinate with PTF president on school events.
- c. Assisting with field trips as needed.

6. **Student Information System and Parent Communications**

- a. Be a point of contact for the SIS and relay appropriate information to faculty/staff and parents.
- b. Provide training as needed to faculty/staff.
- c. Oversee input of SIS and maintenance of school information.
- d. Maintain accurate, complete and correct student records as required by law, school policy and administrative regulations.
- e. Verify and publish progress reports and report cards as needed.
- f. Maintain accurate student schedules in the school information system.
- g. Evaluate records of incoming students and inform administration of any records or other information pertinent to student learning.
- h. Support as needed with other Student applications, such as Operoo, Remind, or equivalent.

7. **Admissions**

- a. Oversee the registration process after families are selected from the waitlist.
- b. Answer questions and provide information to interested families.
- c. Verify data.
- d. Collect necessary paperwork and ensure timeframes are met according to the Enrollment Policies and Procedures.
- e. Process and input enrollment information into the student information system.
- f. Communicate with families who have accepted a seat and keep them up to date on all pertinent school wide communication as well as effectively communicate the mission and vision of a Christian education.
- g. Coordinate information sessions and lead tours for potential families, or set up student liaisons for tours.
- h. Share innovative ways to promote Christian education to the community during open enrollment.
- i. Coordinate and organize annual re-enrollment for current families.
- j. Communicate the re-enrollment process to all current FCS families and develop a system for collecting and verifying all re-enrollment applications.
- k. Update re-enrollment documents for kindergarten through 11th grade.
- l. Work with Head of School to ensure the Admissions information on the website is kept current with appropriate information.