



Bethel Christian School

Admissions Counselor Job Description

General Description

Job Summary: The Admissions Counselor is directly responsible for the registration of all students. In addition, the Admissions Counselor maintains all student files and related correspondence and transfers student files and information according to procedure. He/she shall seek to always honor Christ.

Hired by: President

Responsible to: President

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

Type of Position: This is a non-exempt employee that is paid either by a salary that must be supplemented if overtime is worked or paid on an hourly basis.

Required Spiritual Qualities

It is expected that the Admissions Counselor will:

- Acknowledge Christ as Savior and seek to live their life as His disciple.
- Believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God, our standard for faith and practice.
- Believe and actively support the school's **Statement of Faith** (attached).
- Be a **Christian role model** in attitude, speech, and actions toward others.
- Portray the fruits of the Spirit in dealing with team members, students, and families.
- Share the Christian faith with others.
- Have a Christ-centered home.
- Actively attend a local Bible-believing church.

Required Professional Qualities

It is expected that the Admissions Counselor will:

- Have a High School diploma or GED equivalent.
- Have the ability to warmly and articulately communicate when using the phone and email.
- Have organizational skills and ability to work with people, projects, and resources.

Required Personal Qualities

It is expected that the Admissions Counselor will:

- Sign and live by the School's **Lifestyle Statement** as a condition for employment and continued employment (attached) in this ministry.
- Meet everyday stress with emotional stability, objectivity, and optimism.
- Have excellent social skills.

Essential Job Functions

It is expected that the Admissions Counselor will:

Administrative Leadership

- Have the ability to accomplish the goals and objectives assigned by the President
- Respect professional ethics that require confidentiality concerning the sharing of information about children, parents, staff, or donors.
- Promote a positive attitude about the school and its team.

Student Enrollment

- Handle calls from prospective families inquiring about enrollment in a pleasant, accurate manner.
- Send application packets upon request.
- Process new student applications including setting up admission testing and personal interviews.
- Maintain accurate, up-to-date, enrollment records to ensure that class sizes stay within established limits.
- Communicate enrollment numbers to school administration as requested.
- Process all re-enrollment information and complete computer data entry to determine space availability in each class.
- After new students are accepted, enter enrollment data and send a copy to administrative leadership and the tuition management company.
- Maintain waiting lists in proper order.
- Process student withdrawals throughout the year.

Financial Data

- Handle all tuition assistance information requests from school families.
- Follow up with the tuition management company regarding the necessary documentation for tuition assistance applications.
- Participate in decision-making process of awarding tuition assistance.
- Communicate the tuition assistance awards to families along with the conditions of the agreement.
- Establish payment schedules for school families. Provide counsel regarding payment plan options. Process changes in payment plan arrangements.
- Work with the tuition management company to ensure accuracy of billing information.
- Complete tuition management company forms for school families and ensure that each family understands the electronic withdrawal process for tuition and fee payments.
- Bill families with outstanding balances monthly.
- Provide reports to school administration upon request.
- Contact families to make payment arrangements when NSF occurs.
- Work closely with school administration in communicating with families whose tuition payments are past due.

Student Records

- Maintain all student cumulative files in proper order along with accurate filing of all standardized tests and test scores for students.
- Keep student files and records in a locked storage area.

Bethel Christian School

Statement of Faith

1) THE BIBLE - We believe that the Bible is the inspired Word of God, and that it is the only infallible rule of faith and practice. (II Timothy 3:14-16)

2) THE TRINITY - We believe that God is Triune: The Father, Son and Holy Spirit. (2 Corinthians 13:14)

3) THE FALL OF MAN - We believe that man was created in the image of God but that by voluntary disobedience fell from perfection, thereby imputing sinfulness to all human beings. (Romans 5:12)

4) DEITY OF JESUS CHRIST - We believe in the Deity of the Lord Jesus Christ, that He was conceived of the Holy Spirit and born of a virgin. (John and Matthew 1)

5) SALVATION - We believe that the only way to be saved is by faith in the blood sacrifice, death and resurrection of Jesus Christ, the Son of God. This is a gift from God through His grace. (Ephesians 2:8) We believe that, upon sincere repentance and a whole-hearted acceptance of Christ, we are justified before God. We believe that this salvation is eternal and cannot be lost. (John 10:28)

6) CHRISTIAN LIVING - We believe that it is the will of God for believers to walk in progressive sanctification, growing continuously in the faith. (Hebrews 6:1) We believe that the Holy Spirit gives all of us certain spiritual gifts (1 Corinthians 12:1-11), and that we should show spiritual fruit as evidence of our salvation. (Galatians 5:22-25)

7) SECOND COMING OF CHRIST - We believe that the second coming of Christ is personal and imminent. (1 Thessalonians 4:16, 17; Titus 2:11-13)

8) AFTER DEATH - We believe in the bodily resurrection of the dead, both of the just and the unjust; and in the eternal punishment of the lost and the eternal joy of the saved. We believe every person will stand before the judgment seat of Christ to receive eternal life or death. (Revelation 20:11-15; Hebrews 9:27; 2 Corinthians 5:10) We believe that heaven is the glorious eternal home of born-again believers. (John 14:1-3; Revelation 7:15-17) We believe that hell is the place of eternal torment for all who reject Christ as Savior. (2 Thessalonians 1:9)

9) GENDER IDENTITY AND MARRIAGE - We believe that the term "marriage" has only one meaning and that is marriage sanctioned by God which joins one man and one woman in a single, exclusive union, as delineated in Scripture. (Genesis 2:24; Leviticus 18:22, 20:13; Romans 1:26-28) We believe that God creates each person as male or female from conception until natural death. These two distinct genders together reflect the image and nature of God (Gen. 1:26-28).

10) DIVERSITY AND EQUALITY - Each student, regardless of race, ethnicity, nationality, gender, or Christian denomination will have access to the opportunities, resources, and support they need to reach their God-given potential. (Revelation 7:9-10)

Bethel Christian School

Team Member Lifestyle Statement

Bethel Christian School is an independent, non-denominational school that's mission is to provide a Christ-centered, high-quality education to students based on Biblical truths that will equip students with the knowledge and skills to serve our Lord and Savior Jesus Christ throughout their adult lives and be Godly examples to others through their character and leadership.

Bethel Christian School requires its employees to be born-again Christians, living their lives as Christian role models (Rom. 10:9-10). Employees will conduct themselves in a way that will not raise questions regarding their Christian testimonies. A Christian lifestyle should reflect the biblical perspective of integrity and appropriate personal and family relationships, business conduct and moral behavior. A team member is expected to demonstrate fruits of the spirit, an ability to share love for others, a willingness to live contentedly under authority and a commitment to follow the Matthew 18 principle when an issue arises with other team members.

The Bethel Christian School Statement of Faith expects employees to maintain a lifestyle based on biblical standards of moral conduct. Moral misconduct, which violates the occupational qualification for team members to be Christian role models, includes, but is not limited to homosexual behavior and/or sexual orientation, bisexuality, polygamy, transgender identity, or any other violation of the unique roles of male and female. (Romans 1:21-27; 1 Corinthians 6:9-20.)

Bethel Christian School believes that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive covenant union, as delineated in Scripture (Gen 2:18-25) and that God intends sexual intimacy to occur only between a man and a woman who are married to each other. (Exodus 20:14; Genesis 1:27-28; 2:21-24, Matthew 19:4-9; Mark 10:5-9; Ephesians 5:22-33.)

That to preserve Bethel Christian School's mission and reputation its team members must be born-again Christians, live their lives as Christian role models, and maintain a lifestyle based on biblical standards of conduct. Failure to do so may result in a reprimand or, in some cases, dismissal from employment. It is the goal of Bethel Christian School that each team member will lead a lifestyle where Christlike character is exemplified.