



## **Student Services Coordinator**

Position Description

Revised: January 2023

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Employment category:	Staff
Full/part time:	Full Time
Work year:	10 months
Supervisor:	Principal
Also reports to:	Assistant Principal

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### **About Eagle Christian Academy:**

The mission of Eagle Christian Academy is to provide each child with an outstanding, traditional education in a loving, Christian environment. We channel our energies to promote high academic standards while helping students achieve skills in creative and critical thinking—using the best integrated curriculum available. The uniqueness of each child shall be valued within an atmosphere of challenging academic standards and nurturing support. Within this atmosphere, ECA seeks to integrate family involvement with highly qualified and dedicated Christian faculty and to provide a foundation for each child to reach his or her full potential—spiritually, academically, emotionally and physically.

### **Primary responsibilities:**

#### **Admissions:**

- **Student Records Management**
  - Vaccination records
  - Transcripts
  - Testing
  - Report Cards (Ensuring completion by teachers and distributing them to families)
  - FACTS
    - Ensuring student database is accurate and complete
    - Adding and removing student data as required
  - Filing physical students records
- **Enrollment**
  - Processing incoming applications using FACTS (Renweb)
  - Contact point for enrollment related questions
  - Ensuring that enrollment is processed timely and accurately

- Creating and maintaining welcome folders with relevant parent information.
- Parent orientation for new families joining ECA
- Arranging tours, entrance testing, and family interviews related to enrollment
- Notifying staff and relevant departments of new families joining ECA.

**Traveling Classrooms Administrator:**

- Working with partner organizations to create itineraries for traveling classrooms such as Washington DC, Senior Trips and grade level specific events/activities.
- Arrange parents meetings to share information and communicate costs and administration related to each traveling classroom
- Arrange travel, hotel bookings, and tickets for museums etc.

**General Administrative Duties:**

- **FACTS**
  - Trained to use our school SIS (Student Information System) FACTS
- **Administrative Assistant to the Principals**
  - Providing assistance to the principals by completing administrative duties as required
  - Ability to make decisions and determine the appropriate course of action

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**Qualifications:**

- Bachelor's degree from an accredited college or university preferred.
  - Associates degree and relevant experience will be considered.
- Knowledge of federal, state, and policies governing schools
- Ability to implement policy and procedures
- Ability to interpret data
- Ability to prioritize multiple projects and tasks with differing objectives and deadlines