



GRACE INTERNATIONAL SCHOOL  
SERVING FAMILIES, EQUIPPING STUDENTS

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[www.gisthailand.org](http://www.gisthailand.org)

## MISSION

**MISSION INSPIRED.  
CALLED STAFF.  
CHRIST-INTEGRATED EDUCATION.  
EQUIPPING STUDENTS TO  
INFLUENCE THE WORLD FOR CHRIST.**

## VISION

**A VIBRANT WORKPLACE FOR  
STAFF. AN INSPIRING LEARNING  
ENVIRONMENT FOR STUDENTS.**

## CORE VALUES

**WE ARE CHRIST-CENTERED.  
WE CARE FOR STUDENTS.  
WE ARE COMMITTED TO EXCELLENCE.**

### JOB DESCRIPTION

Job Title: Admissions Coordinator

Category: Full Time

Division: DSA

Reports to: Deputy Superintendent of Academics

### POSITION PURPOSE & DESCRIPTION

The Admissions Coordinator is responsible for the enrollment process at Grace International School (GIS) and will ensure a positive first contact with prospective students and parents. The AC is to possess a clear understanding of GIS K-12 curriculum and general knowledge of international academic needs of families so he/she can aide parents seeking to place their child(ren) at GIS. The AC should have extensive knowledge of global educational systems and be able to explain and advise how they align or intersect with the GIS system and how that may impact future transitions

### GENERAL QUALIFICATIONS

- Is a mature Christian
- Holds a bachelor's/4-year degree or higher in education or related fields
- Has administrative and/or office experience and strong computer skills
- Excellent verbal and written communication skills in English
- Experience at an international school setting and/or other school settings preferred
- Previous hospitality and/or sales experience preferred
- Has the ability to use technology appropriately to accelerate achievement of division goals
- Is a model of the GIS Core Values of being Christ-centered, caring for the students, and having a commitment to excellence

### CHARACTER QUALIFICATIONS AND EXPECTATIONS

- Develops and maintains positive and healthy relationships
- Is culturally sensitive and can adapt cross culturally.
- Models integrity and honesty.
- Addresses and deals effectively with conflict when it arises.
- Has the ability to work in a collaborative way with diverse personalities
- Models a consistent walk with Jesus Christ in attitude, speech, and actions.
- Submits respectfully and demonstrates loyalty to authority.
- Represents the school in a favorable and professional manner.
- Goes directly to the person/s concerned when questions and problems arise.



## **CHRISTIAN CONDUCT / MORAL PURITY**

At Grace International School (GIS), a staff member's most important function is to serve as a Christian role model. Therefore, all staff members are expected to adhere to Biblical moral standards. Grounds for dismissal include, but are not limited to, abuse and neglect, sexual harassment, participation in adultery, fornication, homosexuality, use of pornography, drunkenness or other substance abuse, dishonest business practices, or insubordination. A staff member's conduct should be above reproach when judged by New Testament standards and should be reasonably inoffensive in the local culture. Staff members are also expected to be a part of a weekly local church community and to be a part of a weekly GIS morning prayer time and/or a weekly regularly scheduled prayer times with another faculty member(s).

## **GENDER STATEMENT**

- We believe in the historic biblical view of marriage. For those who choose it, marriage reflects God's best when it is a lifelong commitment between one man and one woman. (Mark 10:1-12)
- We believe singleness, for those who choose it, is a gift to be celebrated and supported within the GIS community. Those called to singleness experience the rich benefits of a life focused on God. (I Cor. 7)
- We believe in the historic biblical view of gender identity. We believe humans are created to be uniquely male and female, each created in God's image.(Gen. 5:2, Mt. 19:1-12). When men and women live out of these God-ordained identities, humanity flourishes. (Gen. 1:27-28) Alternative identities, behaviors and lifestyles lead away from the knowledge of God and life. (Romans 1:18-32)

## **PROFESSIONAL CONDUCT**

As professionals, employees at GIS will be expected to:

- Support GIS's Statement of Faith, Christian Unity Statement, Christian Conduct and Moral Purity Statement, Philosophy of Education, Abuse, Neglect and Harassment Prevention policy, and all other written policies and regulations.
- Abide by the decisions of the Board of Trustees and the administration.
- Refrain from discrediting the ability or conduct of other GIS colleagues and seek to support one another in all issues.
- Keep all matters regarding a colleague or student confidential
- Be familiar with and abide by all policies outlined in the Personnel Handbook; and, as applicable, the Parent, Student, and Member Organization Handbook.
- Respect the local traditions and customs of Thailand.

GIS reserves the right at any time, to discipline any staff member for behavior that would bring reproach upon the school.

## **MAIN TASKS AND RESPONSIBILITIES**

### **Performance Areas:**

- Administration: Maintains admissions files and databases.
- Communication: Communicates effectively with prospective students and parents, staff, and the school board regarding admissions.
- Enrollment Oversight: Oversees the overall school enrollment, tracks classroom caps and percentages.
- Other: Performs other tasks as needed.

### **Task Inventory:**

This is a general list of most tasks and activities that the admissions officer is typically responsible for over the span of an academic year.

- Logs and tracks all prospective students and follows up with prospective parents.
- Keeps an adequate inventory of all admissions materials.
- Maintains a relevant and current knowledge of the campus facilities and programs to meet specific needs and preferences of parents.
- Oversees and processes student applications.
- Manages the files of applicants for purposes of sharing information and gaining approval.



- Keeps an updated record of projections for each grade for the following semesters.
- Ensures that all application forms and fee schedules are up to date.
- As necessary, arranges for an interview of a prospective student, if deemed necessary, with the relevant member of the admissions committee.
- As necessary, arranges with ESL, special services and/or guidance department for testing, scoring, and reporting of test results.
- As necessary, arranges and proctors MAP testing for all student applicants for grades K-12 and may conduct preschool readiness screening
- Arranges Admissions Committee meetings to make enrollment decisions. Admissions Committee is composed of the following: Superintendent, Deputy Superintendent of Academics, Academic Counselor, and Principals.

#### Responsibilities

- Prepares recommendations for the Admissions Committee
- Inputs new student information into RenWeb
- Assists in the planning of New Student/New Parent Orientation at the beginning of each semester. In consultation with the principals and DSA, sets the schedule of events for the orientation
- Prepares and provides Welcome Bags for new families
- Oversees the process of projecting the next year's enrollment by notifying all families and requesting withdrawal forms and exit surveys. Follows up on rumored withdrawals
- Refers families to the Registrar for exit letters and school records

#### Communication

- Responds to email requests for information
- Ensures a positive first contact with prospective students and parents. Provides an effective and professional campus tour and application materials/brochures to families
- Explains the admissions process to new families and the requirements involved therein
- Conducts follow-up with families regarding incomplete applications
- Communicates the enrollment decision of the Admissions Committee to the student's parents, Principals, DSA, and Academic Counselor
- Updates the admissions information (on website and other places) annually.

#### Enrollment Oversight

- Maintains a Google spreadsheet of current enrollment, furloughs, expected withdrawals, and new student applications
- Determines space available for each grade in consultation with principals and ESD coordinator (e.g. 25% ESL maximum at each grade level)
- Keeps a record of grade level caps
- Communicates enrollment availability with prospective families.

#### Other

- During school breaks, including Christmas and summer, keeps up with admissions correspondence and appointments as needed to be prepared for the upcoming semester.
- Performs other tasks as needed or requested by the DSA or Superintendent.