



Lutheran High School is seeking an Admissions Director for the 2021-2022 school year

LUTHERAN HIGH SCHOOL

11249 Newlin Gulch Blvd., Parker, CO 80134

LHSparker.org

POSITION DESCRIPTION: Admissions Director

The candidate must be “Scripturally Grounded & Defined” and display:

- ✓ Heart for Jesus Christ: *For I resolved to know nothing while I was with you except Jesus Christ and him crucified.* I Corinthians 2:2
- ✓ Personal Character: *In everything, set them an example by doing what is good. In your teaching show integrity, seriousness, and soundness of speech that cannot be condemned, so that those who oppose you may be ashamed because they have nothing bad to say about us.* Titus 2:7-8
- ✓ Astuteness for Task: *Suppose one of you wants to build a tower. Will he not first sit down and estimate the cost to see if he has enough money to complete it?* Luke 14:28
- ✓ Passion for Excellence Worthy of Christ: *Whatever you do, work at it with all your heart, as working for the Lord, not for men, since you know that you will receive an inheritance from the Lord as a reward. It is the Lord Christ you are serving.* Colossians 3:23-24

Description and Responsibilities

The Admissions Director will report to the Executive Director.

He/she will primarily focus on the following areas:

Manage inquiry flow for prospective freshmen students
Manage inquiries for transfer students
Give admissions tours
Conduct follow-up communication
Create and edit annual student application
Create and edit annual enrollment packet
Distribute and collect tuition payment forms for new students
Set admissions dates with school administration
Track all admissions numbers for reporting to the administrative team

Coordinate and conduct placement tests
Visit and distribute information at middle schools
SEVIS coordinator and point of contact for admission for international students

Qualifications, Skills and Abilities:

The Admissions Director will be expected to have the following personal characteristics:

- A deep appreciation for and an ability to successfully articulate the mission, vision, and brand of Lutheran High School.
- A desire to play a meaningful role in the Lutheran High School community and to share in the community's commitment to excellence in Christian education.
- Desire and ambition to work in an organization that is evolving at an accelerated pace.
- Honesty, integrity, enthusiasm and perspective; a very strong work ethic, supported by commitment and follow through.

He/she will need to possess the ability to:

- Listen carefully, learn quickly, and work effectively in a complex organization.
- Speak credibly about Christian secondary education and the aspirations of Lutheran High School.
- Display clarity, crispness and effectiveness in written and oral presentation.
- Work collaboratively with colleagues across different office and administrative positions.
- Effectively work with staff and available budget resources.
- Bring out the best in people and yield pride, ownership and a sense of team effort.

A successful Admissions Director will be a person who displays the following traits:

- Looks the part, dresses well, can be a face of the department
- Reputation as someone who "gets back to people" quickly
- Embraces inconvenience
- Organized
- Optimistic
- Embraces the ministry aspect of service
- Heart for people
- Relationship driven, naturally engaging
- Has healthy lifestyle patterns

LUTHERAN HIGH SCHOOL (Parker, Colorado)

The Colorado Lutheran High School Association, which does business as Lutheran High School, is the consolidation of Denver Lutheran (1955) and Lutheran High School Parker (2000).

We exist to serve the community and create transformational ministry opportunities.

Our core values are:

- *“Highly relational culture”*
- *“Rooted in Scripture – boldly proclaiming Jesus Christ as Lord and Savior”*
- *“Talented teachers”*

We aspire to:

- *Be focused on community service and outreach*
- *Have excellent an excellent performing arts program*
- *Have dominant athletic programs*
- *Partner with other ministries*
- *Have successful development and fundraising practices*

A comprehensive list of the things that Lutheran High School does as an organization can be condensed into three main areas of pursuit: growing the school, maximizing giving, recruiting and developing talented workers.

Enrollment: 12-13: 290 13-14: 330 14-15: 360 15-16: 393 16-17: 475 17-18: 544
18-19: 595 19-20: 690 20-21: 735 Projected 21-22: 800

Student body: 12% Lutheran, 10% unchurched

Total Annual Budget: 7.5 million for school operating, \$400,000 for athletics

Budget Revenue: 82% Tuition/Fees/Outside Scholarships, 13% Development, 2% Association churches, 3% Other

Administrative Structure: The five “direct reports” to the Executive Director constitute the “Admin Team.”

Colorado Lutheran High School Board of Directors				
Executive Director				
Principal	Dean of Academics	Director of Admissions	Donor Advisor	Athletic Director

Governance structure: The Colorado Lutheran High School Association has 12 Association congregations with one pastoral delegate and two lay delegates each whose responsibilities include electing the board executive committee, ratifying board members, and meeting twice a year. The Colorado Lutheran High School Board of Directors operates on a strict policy based governance system (Carver Method) relying solely on its relationship through policy with its Executive Director to govern.

Demographics/Area: Lutheran High School is growing largely due to the considerable housing growth within a five mile radius of its campus. It is estimated that 9,000 homes will be built in the next five years just west of the campus. Enrollment projections are actually held back by the fact that:

1. Two aggressive Christian high schools with outstanding reputations and facilities are within 20 minutes of campus.
2. Charter school options.
3. Very few Lutherans in the Metro Area.
4. Consumer mindset around education in Colorado.

Uniqueness: Lutheran High School in Parker is the only Lutheran High School in the country that has shown significant growth with a Lutheran percentage under 25%, charter school competition, and private school competition. How?

- Great growth location.
- Human resources and programs designed around recruitment – any member of the administrative team when asked “What are you working on?” would answer with “growing the school.”
- Development of brand and niche to counter and embrace the competitive options in the area.
- Enormous focus on being “highly relational” with parents and prospective parents.
- An athletics program that operates and looks like a college athletics program.