



BENJAMIN FRANKLIN HIGH SCHOOL

AT THE KATHERINE JOHNSON CAMPUS

Job Title	Admissions Coordinator	Work Year	12 Months
Department	Administrative Staff		
Supervisory Reporting	Director of Admissions		
Works closely with	Administrative Team, Students & Families		

Professional Expectations

- Professional development - show initiative in increasing present skills and learning new ones.
- Dependability - on time and on task throughout the day, and complete tasks promptly.
- Cooperativeness - positive attitude with others; cooperative and helpful with co-workers; foster an open and trusting work environment.
- Professionalism - maintain appropriate boundaries with students; dress appropriately; maintain confidentiality; use appropriate channels of communication to express concerns; accept responsibility.
- Adaptability - accept and apply constructive feedback; demonstrate flexibility to meet new needs or challenges, and to incorporate new ideas; suggest better ways to do things.
- Communication skills - respond promptly to phone and email messages; communicate effectively with staff, students, and parents; listen carefully and ask questions when needed; clear and accurate verbal and written communication.
- Decision-making/problem-solving - make sound and timely decisions by analyzing facts; reach logical conclusions by the use of foresight and planning; independent, but seek help from the right source when appropriate; prompt response to safety and security concerns.
- Commitment to Diversity, Equity, and Inclusion - demonstrate in personal actions and decision making, and in interactions with colleagues and students, the ability to create, promote, and maintain a safe and positive environment for all students and employees, regardless of race, religion, religious belief, sexual orientation, gender or gender identity, and socio-economic status; call out violations of the DEI policy when encountered.
- Service to Franklin - act as an ambassador in any setting, supporting both the school's mission and handbooks; support students in both the context of the job and involvement in their extra-curricular and co-curricular activities.

Position Summary

The Admissions Coordinator manages the day-to-day execution of the admissions process, ensuring applications, testing, events, and family communications are handled accurately and efficiently. This role serves as a contact for prospective families, maintains data integrity, supports compliance, and coordinates admissions logistics. The Coordinator works closely with the Admissions Director, escalating complex or sensitive issues while independently managing routine workflows

Job-Specific Expectations

- Manage daily admissions workflows, including application intake, document processing, test registration, and family follow-up
- Monitor application status and ensure deadlines and required materials are communicated clearly to families
- Maintain accurate records in admissions, enrollment, and student information systems
- Support district and state reporting requirements related to admissions and enrollment for both divisions
- Respond to admissions inquiries via phone, email, and in person, serving as an information hub and providing a welcoming, professional experience for prospective families and visitors
- Escalate complex, sensitive, non-routine family concerns to the Admissions Director
- Assist with admissions testing logistics, including materials preparation, setup, implementation, and attendance at Saturday testing days
- Support outreach with prospective families and schools, including leading or assisting with campus tours, high school fairs, information sessions, and open houses
- Support planning, coordination, and execution of admissions-related events through collaboration and attendance
- Maintain admissions materials, signage, files, and event supplies in an organized and professional manner
- Operate admissions, enrollment, and SIS platforms accurately and consistently
- Prepare routine admissions reports and maintain organized records
- Identify opportunities to improve admissions workflows and documentation
- Collaborate with counseling, operations, and administrative teams to support enrollment processes
- Manage competing priorities during peak admissions periods while maintaining accuracy and responsiveness
- Maintain confidentiality of student and family information in accordance with school policy and FERPA regulations, both on and off campus
- Build awareness of, support, and serve as an ambassador for the school's mission, culture, and community
- Establish and maintain effective working relationships with colleagues, students, families, and the general public; demonstrate courtesy, tact, diplomacy, and teamwork
- Demonstrate dependability, professionalism, adaptability, and strong communication skills
- Provide administrative and clerical support as needed to support admissions, data, and enrollment operations
- Perform other duties as assigned
- Work occasional evenings and weekends, including Saturday testing days

Physical Requirements of the Position (list any that occur on a regular basis)

Accommodations will be provided

Required to exert physical effort in handling objects more than 35lbs. rarely.

Required to use motor coordination with finger dexterity (such as keyboarding, writing on boards, etc.) most of the day.

Required to be exposed to a physical environment which could involve dirt, odors, noise, weather extremes, or similar elements rarely.

Required to work in standard office conditions.

Required to sit, stand, bend, crouch, stoop, reach, grab, pull, hear, type, and speak on a daily basis.

Normal setting for a job is an office/school setting.