



Admissions Officer

Terms of Employment: 11-months

Exemption Status: Exempt

Salary Range: \$53,053 - \$ 99,543
U11 Salary Scale

EDUCATION, WORK EXPERIENCE AND QUALIFICATIONS

- Bachelor's degree and meets certification requirements as established by the Maryland State Department of Education required.
- Master's degree or APC preferred.
- Five years successful teaching experience.
- Evidence of exemplary human relation skills.
- Demonstrated ability to speak and write effectively.
- Strong computer skills.
- Demonstrated ability to plan and organize.

ESSENTIAL JOB FUNCTIONS

- Establish and implement a process for admission for students who do not live in the North Point High School attendance zone.
- Develop and conduct a recruitment process for middle school students and parents.
- Conduct orientations and informational meetings for community and parent groups.
- Create and chair an admissions team that will evaluate all applications and communicate admission decisions with students, parents, and home high schools.
- Act as the liaison with high schools concerning students who will attend North Point High School and those who may wish to return to their home high school within established guidelines.
- Schedule and conduct group tours of the facility as needed.
- Other duties as assigned.

ENVIRONMENTAL FACTORS & PHYSICAL REQUIREMENTS

The environmental factors and/or physical requirements of this position include the following: While performing the duties of this job, the employee is required to have ordinary ambulatory skills sufficient to visit other locations; and the ability to stand, walk, stoop, kneel, crouch, and manipulate (lift, carry, move) light to medium weights of 10-50 pounds. Requires good hand-eye coordination, arm, hand and finger dexterity, including ability to grasp, and visual acuity to use a keyboard. The employee frequently is required to sit, reach with hands and arms, talk and hear.

Charles County Public Schools reserves the right to re-advertise and modify the content of vacancy announcements at any time; however, this may be the only notice for this position during the noted advertisement period.

The Charles County public school system does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, age or disability in its programs, activities or employment practices. For inquiries, please contact Kathy Kiessling, Title IX/ADA/Section 504 Coordinator (students) or Nikial M. Majors, Title IX/ADA/Section 504 coordinator (employees/ adults), at Charles County Public Schools, Jesse L. Starkey Administration Building, P.O. Box 2770, La Plata, MD 20646; 301-932-6610/301-870-3814. For special accommodations call 301-934-7230 or TDD 1-800-735-2258 two weeks prior to the event.

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