



POSITION DESCRIPTION

Position Reports To:	Head of School
Provides Services For:	Administration Students Families Community
Professional Qualifications:	Bachelor's Degree (preferably in marketing or hospitality) Three to five years' experience with similar activities: business, marketing, promotions, etc. Ability to plan and execute successful events Ability to interact appropriately with a diverse array of individuals General digital literacy, intermediate to advanced MS Office Suite, web-based applications, Zoom or Skype as appropriate to job duties Excellent verbal and written communication skills Excellent organizational skills Ability to manage competing deadlines and prioritize work appropriately Accuracy and attention to detail Ability to work with administrative team and school board
Personal Qualifications:	Personal relationship with God through Jesus Christ Enthusiasm for collaborative work Warm welcoming demeanor Person of integrity Evidence of spiritual maturity and clear Christian testimony Exhibits fruit of the spirit in actions and speech Active member of an evangelical church Able to maintain confidentiality
Contracted By:	Head of School on behalf of the School Board
Supervision/Evaluation:	A formal/informal evaluation by the Head of School each year
General Description:	Parent Services provides support to new families as they acclimate to KCS school culture. This can take the form of one-on-one service, large event planning, and marketing support.

Duties and Responsibilities:

- Assist in seamless integration to KCS culture for new families
- Develop and maintain active, positive, and productive relationships with members of the community.
- Work closely with Admissions Office team on all admissions related duties
- Develop and maintain new parent orientation and materials

- Coordinate, plan, and oversee KCS events or promotion activities and materials:
 - KCS Parent Night/Orientation
 - Charger Fun Fest
 - KCS Get Connected! program and events
 - KCS Who's Who contact list
- Establish and maintain New Parent Mentor program and grade level events
- Establish and maintain KCS Room Mom program
- Partner with KCS PTF on family events
- Maintain school social media accounts
- Create event programs, and other basic design materials

Physical Activities and Requirements:

While performing the duties of this job, employee will regularly sit, stand, and walk. The noise level in this environment is occasionally quiet to moderate. The employee is frequently required to interact with the public and other staff. Occasionally requires the ability to lift and carry a maximum of 20 pounds. Ability to see, hear and speak clearly to interact with students, parents, and groups of individuals. Ability to attend off-site functions that may require travel by employee-owned vehicle

Mental Activities and requirements:

Ability to perform essential functions and basic position, as described above, in a joyful, stable, and efficient manner.