

Position Title Tuition Evaluator	Supervisor Superintendent of Catholic Schools	Classification Nonexempt
Signature	Date	Signature
		Date

Purpose of position:

The Tuition Evaluator for the Chattanooga Schools Fund is responsible for reviewing and processing of tuition support applications for families from the Chattanooga Catholic Schools requesting tuition support. This position reports to the Superintendent or the Lead Tuition Evaluator, as determined by the Superintendent of Catholic Schools, and has no supervisory responsibilities.

Specific duties and responsibilities:

Evaluation

- Review submitted FACTS application packets to determine financial need based on Diocesan income/family size scale
- Meet face-to-face with first time applicants and returning applicants on an as-needed basis
- Prepare a tuition support recommendations containing financial data and a written summary for school pastors, parish pastors and Diocesan Finance Office
- Prepare covers letters and letters of agreement to inform families of approved amounts

Administrative

- Maintain close professional relationships with those involved in evaluation and approval process
- Be aware of, and follow, all program policies and procedures
- Ensure record keeping and reporting is accurate
- Commitment to established deadlines is required

Communication

- Attend two Chattanooga Deanery Catholic Schools Operating Fund meetings per year and other training sessions
- Utilize all forms of communication appropriately
- Work when scheduled, and have prior approval for any changes

*All employees are expected to complete other duties as assigned

Job Requirements:

- Must be flexible and able to work evenings, weekends, and holidays if required
- Must support the teachings of the Catholic Church and embodies our organization's mission and culture through behavior and daily interactions

Job Qualifications:

- High school diploma or equivalent is required

- Fluency in Spanish is preferred
- Intermediate experience with personal computers is required
- Intermediate experience with Microsoft Word and Excel is required
- Successfully pass a background check