



NORTH BROWARD PREPARATORY SCHOOL

A NORD ANGLIA EDUCATION SCHOOL

The Dorm Parents would ensure that all students thrive in their residential experience.

Dorm Parents work Monday-Friday from 3-11pm with one overnight shift from 10-9am and work every other weekend. No school, half days, emergency evacuations and school trips the resident managers schedule will be adjusted. On-site housing is available.

The Dorm Parents responsibilities are but not limited to:

- Attend all weekly Resident Leaders Meetings and Professional Development classes
- Report programmatic issues and concerns
- Manage the day to day operations of the residence
- Manage the environment of the residence to maintain a pleasant, festive, and clean environment
- Adhere to the weekday/weekend duty schedule and the no-school /half day schedule
- Manage afternoon and weekend activities
- Maintain a consistent set of student expectations within the residential program
- Organize and lead weekly hall meetings
- Develop personal relationships with each student
- Work closely with identified student leaders
- Monitor student grades via skyward
- Supervise Resident Assistants
- Manage transportation of students to various activities
- Promote re-enrollment and ensuring all forms, documents are collected
- Disburse and monitor student medications
- Supervise structured study hall and prep-time
- Attend parent/teacher conferences as required
- Encourage students to speak English when in common areas
- Promote tolerance and respect of other nationalities
- Promote students to participate in residential and school-wide activities
- Attend all emergency evacuations
- Attend all school trips during the assigned breaks

Qualifications:

- Be qualified on the basis of personal character to work with children.
- High school graduate.
- Excellent team player and team building skills
- Strong interpersonal and organizational skills.
- Experience supervising a group of teenagers, or experience of a practical nature in working with youth.
- Exercise sound judgment