



Dorm Supervisor

It is the expectation that life at St. Edward's Dormitory mimic life in a typical American home. Clearly defined rules, while important, should not shape or take the place of relationships. Parents sending their sons to Kennedy Catholic are expecting a place where students will feel most at home and build the strongest friendships.

Dorm supervisors will live in a dorm setting and supervise all student residents. They are responsible for establishing and maintaining an approachable rapport, providing and maintaining a framework of regulations and organized procedures within which the dormitory students will live. This environment will align with the mission and vision of Kennedy Catholic High School and the Office of International Education. This description is intended to identify the essential job functions and set forth the requirements for the performance of this job.

This position ultimately reports to the Dorm Parent/Manager.

COMMUNICATION WITH DORM PARENT

Open and frequent communications between supervisor and dorm parent is essential to create a healthy, safe and nurturing dorm environment. Dorm Parent and Dorm supervisors should meet as often as needed to determine general expectations of the job, discuss leadership styles, and address other topics to establish a good working relationship.

Dorm Supervisors are often the first responders in an emergency or potentially dangerous situation for a student. They must report any situation that may be hazardous, dangerous or unhealthy in the dorms or anywhere on campus. If you are unsure, consult a dorm parent, the director of international education, the vice principal of campus life, the principal or any other responsible adult. Dorm Supervisors should be familiar with signs of depression, eating disorders, bullying, hazing, etc. and report to an adult at the first sign of any possible harmful behavior.

GENERAL EXPECTATIONS

1. Understands and be able to enforce the dorm-life handbook that will serve as part of the orientation of all students living in the dorm. This handbook will be reviewed annually to be aligned with Kennedy Catholic policies and procedures and will be reviewed by IE Office and Kennedy Catholic administration.
2. Has direct oversight of the students and manages compliance to archdiocesan policies and procedures, including Called to Protect and Background Checks. Ensure Archdiocesan employee manual must be read and signed.
3. Supports a safe and secure living environment in the dormitory for student so they can focus their attention on their educational program and requirements.
4. Assumes a shared responsibility for the grades, attendance, conduct, dress code and health of students.
5. Exercises decisive leadership in crisis situations.
6. Is familiar with emergency protocol as dictated by the Safety Committee. Participates in regular drills that include fire, earthquake preparedness and lock down procedures.

7. Communicates repair and damage requests, working with Dorm Parent in maintenance of dormitory and equipment, which includes providing weekly updates.
8. Assists the Dorm Parent in the closing of the dormitory for vacation periods and return by the time the hall opens after vacations.
9. Work with and supervise the students in the cleaning of the kitchen, student rooms and dormitory in general.
10. A Dorm Supervisor must be at the dorm or with the students whenever students are expected to be home.
11. Maintain an acceptable level of cleanliness in all living spaces, shared or personal.
12. Acceptance and compliance with a Residential Agreement which includes a personal conduct and behavior requirements is a condition of employment.

Salary: Compensation plus free room and board.

Apply through AppliTrack by going to the Office of Catholic Schools website at <http://www.ocswv.org/>, additionally, email your cover letter and resume to Peggy Cunningham, Executive Assistant, cunninghamp@kennedyhs.org or mail to Kennedy Catholic High School Attn: Peggy Cunningham 140 S. 140th Street Burien, WA 98168-3496