



*Eagle Hill School, a life-changing experience, offers children who learn differently the opportunity to grow into capable, resilient students with the self-confidence and character necessary to meet the challenges they will face beyond Eagle Hill.*

**Job Title:** Residential Staff Member                      **FLSA Classification:** Exempt  
**Duration:** 10 Month Contract annually renewable      **Employment Category:** Full Time, Faculty  
**Purpose:** Residential Staff members work with the Director of Residential Life to provide a supportive living experience for students residing in the school dormitory,  
**Reports to:** Head of School, Assistant Head of School, Director of Residential Program

**Key Responsibilities:**

- Supervise dormitory students during the afternoons and evenings including: after school activities, community service, study hall times, and special off campus trips.
- Work with the residential life team to plan individual and group activities for the residential students including bedtime and recreational programs.
- Be an active contributing member of the residential life team
- Assist Director of Residential life to plan and supervise the After-School Enrichment Program
- Communicate and support both first year teachers assigned to the dorm and the duty staff members.
- Communicate with parents of dorm students as appropriate.
- Work with the Residential Director to assure dorm safety and security.
- Attend residential staff team meetings on Fridays and as needed throughout the week.
- Attend faculty meetings on Friday afternoons.
- Be present :
  - Monday - Friday 6:45 a.m. to 8:35 a.m. wake-up;
  - Monday – Thursday 3:00 p.m. to 11:00 p.m. dormitory coverage;
  - Three weekends (Friday, 12:30 p.m. – Sunday 6:00 p.m.), one each during the months of September, November, February and June;
  - Sunday returns 4:00 p.m. – 11:00 p.m. at the conclusion of Thanksgiving, winter and spring school vacations.
  - Fridays -                      Mental Health/Residential Staff meeting, 9:00 A.M.
  - New Teachers/Residential Staff meeting, 1:00 P.M.
  - Inservice/Professional Development meeting until 4:00 P.M.
- Other duties related to the position as directed by the Head of School or her designee.

**Expected Credentials**

- Bachelor’s Degree in education or a field related to the residential program; Master’s Degree preferred
- Certified in first aid and CPR
- A endorsement license
- Restraint and Seclusion certification