



The Gow School

Job Title: Instructional Assistant, Dorm Parent, Athletic Coach

Department: Faculty

Supervisor(s): Dean of Students, Head of Upper School, Head of Middle School

Position Overview: This entry-level position works with the Dean of Students and Heads of Middle and Upper School to instill a climate at The Gow School that is conducive to student learning, emphasizing mutual respect and safety, as well as coaching and residing in on-campus housing in a dorm parent role.

Employment Classification: Full-time, exempt

Scheduled Days and Hours: Monday – Saturday and as required on Sunday. Schedule is according to the School Calendar, including student travel days.

Essential Job Functions:

- Reflect the Mission of The Gow School to students, faculty, and the community, and adhere to all company policies as listed in the Faculty and Employee Handbooks;
- Exhibit The Gow School's core beliefs, embodied in our Four Pillars of kindness, respect, honesty, and hard work;
- Contribute to the vitality of the school's extracurricular activities, athletic program and dormitory life;
- Dorm Parent – Living in a school appointed residence on a full-time basis while school is in session, and supervising students in the dorm. May be asked to float from one dorm to another or supervise students in a quarantine dorm environment;
- Coach 2 athletic seasons per academic year;
- Travel responsibilities – Drive students to and from the airport during designated travel times. Outside of travel days, drive students to the airport, as needed;
- Substitute teaching – Substitute teach classes, as assigned by Head of Upper School, Head of Middle School or Dean of Students;
- Medical Driver – Drive students to scheduled and emergency medical visits, as assigned by the Head of Upper School, Head of Middle School or Dean of Students;
- General duties – Step in and fill the needs of the school on an as needed basis. This includes, but is not limited to assisting with ceremony and event chaperoning and supervising students before or after lunch;
- Works collaboratively with students, staff, and parents in a positive and professional manner;
- Promote high expectations, demonstrate a caring attitude, and establish an environment that supports high achievement in students;
- Uses positive and productive techniques for improving student behavior;
- Regularly communicates with parents using a variety of methods and respond to parental concerns;

- Enforce school rules, manage student behavior, and maintain accurate records of student attendance, conduct and academic performance;
- Actively participate as a team member during meetings with faculty, staff, and administration in reaching educational goals;
- Fulfill other responsibilities from time to time as requested by the Dean of Students and the Heads of the Middle and the Upper school;
- And, carry out other responsibilities and assignments as may be requested by the Headmaster.

Required knowledge, skills, and abilities:

- Excellent computer skills in a Microsoft Windows environment
- Effective oral and written communication skills with students, parents, and co-workers
- Detail orientated
- Strong organizational skills
- Enthusiastic, flexible, and committed to students reaching high learning standards
- Ability to identify and resolve problems in a timely manner
- Excellent judgement
- Patient and flexible team player

Qualifications: Bachelor's degree required. Valid driver's license required.

To apply, please complete the online application at: <https://www.gow.org/about/careers-at-gow>