Title: Part-time Houseparent/Coach  
Reports to: Dean of Student Life/ Athletic Director for Coaching

About Portsmouth Abbey School  
Portsmouth Abbey School is a coeducational Catholic boarding and day school for students in grades 9 through 12. Founded in 1926 by the English Benedictine Congregation, the School is located on a 525-acre campus along Rhode Island’s Narragansett Bay, less than 30 minutes south of Providence and 20 minutes from Newport. Portsmouth Abbey combines a classical education in the Catholic intellectual tradition with Benedictine values. With 350 students, the School believes that the love of learning leads to the desire for God, and that the quest for intellectual understanding propels students to the search for ultimate meaning. The School is known for encouraging students to engage passionately in academic and intellectual pursuits, innovative electives and extensive opportunities in athletics and the performing and visual arts as well as a commitment to service and a focus on things that matter. Students are inspired to become the next generation’s leaders, stewards, innovators and problem solvers all the while grounded in Benedictine values of love of God and neighbor, humility, hospitality and a desire to serve the common good.

Job summary  
Portsmouth Abbey School seeks a part-time faculty member for a houseparent position in a girls’ dormitory. Ideally the candidate would be able to coach two to three seasons at the varsity or JV level. The candidate may also have the opportunity to teach a section depending on the school’s needs and the candidate’s background.

Girls’ houses have between 22 and 39 girls, with three houseparents for each. Houseparents share duty responsibilities equally throughout the year. Houseparent apartments (unfurnished) and maintenance services are provided. Three meals are provided each day school is in session. Pets are welcome.

There is quite possibly no greater challenge and no greater gift than the opportunity to live alongside Portsmouth Abbey School students. We know that young people have the greatest chance of success when they have adults in their lives who are:

- Consistent  
- Predictable  
- Supportive

When school is in session, we will work hard to be sure. But we have a strong community of Residential Life professionals at all different stages of their careers who are always willing to lend a hand or listening ear.
Responsibilities:

- Conduct room checks on duty days.
- Be present in the common room beginning at 7pm on duty days.
- Organize and coordinate House events.
- Perform random late-night House checks.
- Monitor the maintenance and cleanliness of the House.
- Attend all mandatory school functions and sit with your house at Mass, drama productions, and other school functions where seating is by house.
- Create a safe living environment.
- Establish a respectful relationship with each member of the House.
- Communicate with advisors and parents to gain further insight and share concerns.
- Commit time, energy, patience and sensitivity to help students deal with the issues affecting them.
- Support the rules of the Student Handbook and consistently apply and enforce them.
- Ensure availability, and be approachable when on duty.
- Mentor and guide prefects.
- Ensure that house meetings are productive, and followed by prayer.
- Create a log entry within 24 hours of the conclusion of duty.

Competencies:

To perform the job successfully, an individual should demonstrate the following competencies:

- **Organizational Skills** - Creates action plans to meet divisional goals and objectives. Conducts periodic reviews of progress and measures against goals. Maintains broad policies for the office to ensure success.
- **Communications Skills** - Effectively communicates broad and complex issues. Maintains open communication channels with peers, administrators, and customers in and outside the School.
- **Written Communication Skills** - Effectively communicates broad and complex issues.
- **Time Management Skills** - Manages many tasks and projects simultaneously while adhering to deadlines and promises. Maintains work/life balance without compromising expectations of others. Respected for ability to “find” or “make” time to get things done.
• **Problem Solving Skills** - Considers a broad range of internal and external factors when solving problems. Grasps complexities and perceives relationships among different problems or issues.

• **Interpersonal skills** - The candidate must be able to work well with others as a team, and have excellent interpersonal skills.

**Other Qualifications:**

Offer contingent upon successful completion of a background check.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to listen, physically direct, and speak. The employee is required to stand; walk; use hands to finger, handle, or feel and reach with hands and arms. Specific vision abilities required by this job include close vision, distance vision and ability to adjust focus.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderately quiet; however, variations in noise level may occur when the employee attends school functions such as assemblies and other events.

Interested candidates should contact Mrs. Paula Walter, Dean of Student Life, at pwalter@portsmouthabbey.org.

No phone calls please.