**Director of Residential Life**

*This is a live-in, 12-month position that includes housing*

Windermere Preparatory School is located on a beautiful 48-acre campus in Southwest Orange County. Windermere Preparatory School's academic approach is built on complex problem solving and critical thinking, emphasizes intellectual, personal, emotional and social growth, and culminates with the International Baccalaureate (IB) Diploma Programme.

We are currently accepting applications for the The Director of Residential Life position. The Director of Residential Life has oversight over the entire residential program (Up to 160 students) and is ultimately responsible for the physical and mental well being of its staff and students; training, oversight, and development of its staff; fiscal responsibility for its programs and initiatives; and participating in the marketing of the program and recruitment of its members. The Director of Residential Life also demonstrates the leadership and professionalism needed to handle sensitive and confidential matters and when appropriate, recommends appropriate sanctions for policy violations.

**Specific duties and responsibilities include:**

- Oversees the academic, social, health and welfare of students in the Residential Life Program;
- Ensures the proper development of all residential weekend and weekday programming and activities;
- Recruiting, developing, assessing and training the residential staff;
- Developing plans to manage residential student welfare, including discipline;
- Overseeing residential parent communication and satisfaction;
- Communicating residential issues to the administrative team;
- Managing the residential program’s budget;
- Designing and managing the student recruitment and admissions processes in partnership with international Global Recruitment Team;
- Overseeing and designing the future development of the program in line with our defined, phased criteria;
- Promoting the residential program within the school community;
- Supervising, scheduling and training all Resident Assistants;
- Coordinating, scheduling, and approving the arrivals and departures of all students;
- Organizing student selection processes, monitoring student attendance, and developing feedback mechanisms to monitor effectiveness
- Any other duties as assigned.
QUALIFICATIONS

- Bachelor’s degree required; Master’s degree in Higher Education Administration, College Student Personnel, Counseling, or related field preferred.
- 3+ years experience running a boarding program in a private school setting;
- Bilingual preferred but not required;
- Willingness to work a flexible schedule, which includes evening and weekend hours as required.
- Dedication to student affairs work and enhancing the student experience.
- Excellent oral and written communication skills, including presenting to groups and in a one-to-one setting.
- Willingness to travel domestically and internationally for business on occasion.
- Knowledge Microsoft 365 and Google Suite

Personal Attributes

- Strong emotional intelligence
- Collaborative team player
- Growth mindset
- Excellent organizational and time-management skills
- Ability to perform complex tasks and prioritize multiple projects.
- Ability to remain calm under pressure.
- Accountable for results

At Nord Anglia Education and Windermere Preparatory School, we are committed to providing a world class, safe, happy environment in which children and young people are able to thrive and learn. We are committed to safeguarding and promoting the welfare of all our students irrespective of race, ability, religion, gender or culture.

All post holders in regulated activity (having regular unsupervised contact with children) are subject to appropriate national and international vetting procedures including satisfactory criminal record checks from both Country of residence/birth and any Country of residence within the last 7 years.