

ALBERT COLLEGE

JOB DESCRIPTION

TITLE: Assistant House Director
Main coverage every other weekend and 2 nights per week plus
Opening/Closing Weekend

REPORTS TO: House Director – Victoria Manor

PRIMARY FUNCTION:

To work with the boarding life team providing a supportive family environment for all students in the residence. To encourage an environment of respect, tolerance and cheerfulness. To provide opportunities for leadership and character development while upholding a system of discipline which is responsible and positive.

SPECIFIC DUTIES AND RESPONSIBILITIES:

Boarding Life

1. Maintain open communication including an “open-door” policy with students and the boarding life team. This requires the Assistant House Director to treat their boarding accommodation as their full-time residence during the school year.
2. Assists with evening “study hall” and liaises with teachers on progress during evenings and exams.
3. As a member of the Boarding Life staff, the Assistant House Director will be under the scrutiny of boarding students and their families. As such, the Assistant House Director will, at all times, be an appropriate role model and will exemplify the behaviour expected of students.
4. Assist in confirmation of travel plans for weekend breaks.
5. Assist in supervision of bus loading on break weekends. The Assistant House Director may be required to be on duty until all students have departed and will be available when the first student is scheduled to return. Assist in securing the boarding house

- after students have left for break and assist with transportation of boarding students to and from the airport when required.
6. Supervise campus restrictions.
 7. Provide planning and supervision for weekend activities.
 8. Administer basic first aid and support health and medical needs of boarding students.
 9. Duty and responsibilities as prescribed by the House Director and in conjunction with components identified in Boarding Contract Components Legend.
 10. Conduct weekly room inspections.
 11. Help conduct daily uniform inspections and ensure uniform standard is maintained.
 12. Supervise and support Boarding Life Prefect and flat seniors.
 13. Communicate with advisors and assist with tracking of students to see they are fully engaged in the life of the school.
 14. Assist with education regarding security and fire plans.

Health & Safety

- Maintain and uphold all of the College's Health and Safety Policies including but not limited to following safe work procedures, knowing and complying with all the laws and regulations, reporting any injury or illness immediately, reporting unsafe acts and conditions along with the overriding principle of taking reasonable precautions in the circumstances to protect themselves.
- Follow all Public Health recommendations to reduce the spread of viruses.

WORKING CONDITIONS:

- Work requires movement throughout the campus.
- Hours can be irregular due to residential counselling requirements.
- As the people with *in loco parentis* responsibility for boarding students, all people living on campus, regardless of duty rotations, are responsible for supervision and programming for students in the event of a school closure. In the event that some or all of the Food Services staff were unavailable, this would include provision of

meals for the duration of the closure. If such a closure were prolonged, a duty rotation would be established through consultation between the management of the school and the House Directors.

JOB SPECIFICATIONS AND REQUISITE SKILLS:

- Strong listening and communication skills for dealing with a wide variety of people and issues.
- Appreciation of different cultures.
- Ability to protect confidentiality and manage trust of the entire community.
- Ability and talents to participate fully in the lives of Albert students.
- Good organization and computer skills.
- Experience in dealing with adolescent issues.
- Live in boarding house full-time during the school year
- Meals are provided (taxable benefit) when the school is open
- Teamwork and Partnership - Keeps team members or partners informed and up-to-date about group processes, individual actions, and influencing events.
- Customer Business Sense - Works together with constituents to problem solve and provide straight-forward knowledge and advice.
- Agility - Understands and responds to organizational needs by looking for opportunities to improve and modify approach appropriately.