**POSITION DESCRIPTION: Director of Residential Life**

**Full time salaried dormitory position. Flexible 12-month contract.**
Washington Academy is a 9-12 grade boarding school located on the coast of Maine. The Director of Residential Life is a collaborative community member who is responsible for leadership and continued development of the Resident program including managing student housing and providing residential leadership to students and staff. This position includes health insurance, a dorm/apartment, all meals and internet service.

**PRIMARY Responsibilities:**
- Provides leadership for the dormitory staff and students and performs administrative duties pertaining to the residential life curriculum and program.
- Oversee the day to day operation of the residential program, ensuring a safe, inclusive, and positive learning environment.
- Oversee the dorm when on duty and act as the designated point of contact for students.
- Will provide a positive presence in the dorm.
- Will ensure the dorm is properly supervised at all times and will assist staff with the performance of duties. The Resident Life Director will also be part of the weekly rotation and weekend duty rotation.

**Community Building:**
- Develop and implement programs that align with Washington Academy and promotes community belonging for Resident Students.
- Develop and implement leadership opportunities for Resident Students including the implementation of a Prefect program.
- Create and maintain a culture of respect, responsibility and collaboration among Resident staff and students.

**Student Life:**
- Ensure the safety and well-being of resident students.
- Develop, and enforce Residential policies and procedures.
- Effectively communicate and hold Residential staff and students to community standards.
- In cooperation with Assistant Director of Residential Life address discipline with fairness and consistency.
- Facilitate weekly dorm meetings.
- Provide a weekly write up on weekend trips and activities to our Residential parents.
- Maintain regular communication with students, parents and staff in regards to Resident Life updates, weekend trips, and any information which can be shared with the WA community.

**Administrative:**
- Provide training to resident staff members.
- Attend faculty meetings.
- Create with the Assistant Director of residential Life the weekly dorm schedule, including weekday and weekend trips also including and scheduling transportation.
- Coordinate student transportation needs for breaks, vacations and the arrival/departure for students at the beginning and end of the year.
- Conduct weekly meetings with Resident Staff.
- Coordinate vacation plans for the students, including distributing and collecting vacation plans for Resident Students.
- Issue permission forms to students with documentation of receipt of forms.
- Arrange Host families and WA home stays when needed.

**Qualifications:**
- Bachelor’s Degree from a four year college or University, or 3-5 years of related experience, and/or any combination of the two.
- A valid driver’s license and a safe driving record are required.

**ORGANIZATIONAL RELATIONSHIP:**
The Director of Residential Life reports directly to the Associate Head of School.