POSITION DESCRIPTION: Assistant Director of Residential Life/ Dorm Director

Full time salaried dormitory position. Flexible 10-month contract.
As part of the residential compensation, dorm directors are provided health insurance, a dorm room/apartment, all meals, internet, and an opportunity to travel on school trips.

PRIMARY FUNCTION:
The Assistant Director of Residential Life/Dorm Director (ADRL) is responsible for the day-to-day oversight of the residential program in conjunction with Director of Residential Life (DRL) and resident team. Working with DRL and dorm parents, ADRL will create and maintain a safe and collaborative environment for the residential program.

MAJOR RESPONSIBILITIES AND KEY DUTIES:

General:
- Help students navigate life as a residential student as it relates to personnel well-being, academic and environment.
- In conjunction with the DRL monitor students academic progress.
- In conjunction with the DRL, monitor residential students wellness and work with the school counselors and residential team as needed.
- In conjunction with the DRL will coordinate student activities.
- In conjunction with the DRL supervise resident staff.

Student Support:
- In conjunction with the DRL, manage policies and safety plans for the dorm, including fire drills and evacuation.
- In conjunction with the DRL, update annually the policies identified within both the Student handbook and Residential Student handbook.
- Arrange for medical care/appointments for students.
- Monitor student attendance.
- Oversee grades and progress reports.

Residential Life:
- As a key member of the residential staff, oversee the needs of the dorm students including transportation, activities, health and wellness, discipline and academic needs.
• Implement residential life curriculum and activities.
• Assist the DRL in oversight of the Residential program, including facility cleanliness, identification of dorm facility needs and repairs, security needs and student transportation.
• Will help create with the DRL and be part of the duty schedule.
• In conjunction with the DRL will conduct quarterly reviews of the resident staff.
• Provide weekend master coverage in rotation.

**Communication and meetings**
• Attend regular meetings with resident staff and the DRL.
• Create and publish a monthly newsletter to families.
• Work with the DRL to develop a system for regular communications with residential families.
• Communicate individually with residential staff and the DRL on student issues and concerns.