

2024 Dorm Parent Position

Summary: This residential position involves supervising and monitoring residential students at WA. Responsibilities include maintaining dormitory safety and order, assisting students in adjusting to independent living, promoting academic progress and personal growth, and fostering a family atmosphere. The dorm parent must develop positive relationships with students and staff, acting as a mentor and enforcer of WA policies. Compensation includes health insurance, dorm room/apartment, meals, internet, trash disposal, and utilities.

Requirements

- Understanding of adolescent development issues.
- Ability to identify students in crisis or with special needs.
- Interest in other cultures and tolerance of cultural differences.
- Effective communication and decision-making skills.
- Willingness to enforce WA policies and take appropriate actions.
- Valid driver's license and willingness to use a personal vehicle occasionally.
- Clearance to drive school minibus and vans.
- Current First Aid, CPR, AED, and mandated reporter certifications (training provided if needed).
- Background check and fingerprinting.
- Attendance at an orientation/training prior to school start (beginning August 21, 2024).

Responsibilities

Administrative

- Implement routine security procedures and be familiar with WA's Crisis Response Plan.
- Assist with opening and closing of dorms at the start and end of school terms and holiday breaks.
- Manage or refer maintenance issues to proper personnel.
- Participate in faculty and individual supervisory meetings.
- Consult with the Dorm Director on problematic situations and develop resolutions.

Student-Oriented

- Serve as advisor, confidant, and advocate to students.
- Help implement in-house programming (e.g., movie nights, holiday parties).
- Ensure student safety through check-in/out procedures and regular checks.
- Supervise students during predetermined hours.
- Monitor and address changes in student behavior.
- Enforce WA rules and policies.
- Distribute prescription medications as necessary.
- Participate in meetings regarding serious student concerns.

Other

- Maintain confidentiality except when there is a risk of harm or in cases of abuse.
- Report suspected physical or sexual abuse to authorities as required by law.
- Balance professional and personal commitments while prioritizing the house community's welfare.
- Understand and seek help when needed.

Programming

- Encourage monthly community-building activities.
- Emphasize life skills education (e.g., laundry, healthy relationships).
- Propose programs based on student interests and needs.
- Attend and encourage participation in community and campus events.
- Perform dorm duty shifts and manage conflicts notifying the Dorm Director when necessary.
- Help cover duties during holidays, snow days, and unforeseen school cancellations.
- Help with after-school programming (e.g., dorm activities, study hall, open gym).

Professional Conduct and Attitude

- Exhibit a positive, caring, and optimistic attitude.
- Act as a role model in both academic and personal behavior.
- Make fair and objective decisions without favoritism.
- Communicate concerns responsibly to supervisors.
- Respond to dangerous, disruptive, or illegal situations.
- Promote staff unity and harmony by maturely resolving conflicts.
- Perform reasonable requests as delegated by supervisors or the Director of Residential Life.