

# Washington Academy

## *Full Time Residential Life/ Boys Dorm Director*

**Summary:** The Dorm Director is responsible for creating and maintaining a safe, supportive, and enriching residential environment for international high school students. The director will oversee daily operations of the dormitory, provide guidance and support to students and staff, and ensure compliance with school policies and procedures. This role requires a dynamic individual with strong leadership skills, cultural sensitivity, and a commitment to student development.

### **Roles and Responsibilities:**

#### **1. Student Support and Supervision:**

- Foster a positive, inclusive, and respectful dormitory culture.
- Ensure daily supervision and support to boarding students including creating dorm staffing schedules (when applicable)
- Participate in duty rotation as needed
- Address and resolve student issues, conflicts, and concerns.
- Offer counseling and guidance to students on personal, social, and academic matters.
- Encourage and help facilitate student participation in extracurricular activities and community events.
- Bring to the attention and work with the Residential Life Director to resolve persisting issues and concerns as they arise within the dorm.

#### **2. Dormitory Management:**

- Oversee the daily operations of the dormitory, including maintenance, cleanliness, and safety.
- Coordinate with maintenance staff to address and resolve facility issues promptly.
- Ensure compliance with health, safety, and security standards.
- Create an inviting environment through dorm set up (i.e. common areas, rooms properly equipped etc)
- Create and maintain an informational area within the dorm including schedules, updates, weekend trip posters etc.
- Maintain sign-in and sign-out sheets and other necessary documents within the dorm
- Maintain accurate records of student attendance to dorm related events, behavior, and incidents.

- Create and maintain inventories for the dorm for medication, cleaning and other supplies. Notify the Residential Life Director or Assistant Director when running low on a supply that needs to be refilled
- Update staff on pertinent travel, disciplinary and medical information involving students.
- Prepare dorm and student rooms for the beginning of the school year with the help of dorm parents
- Complete room check and key distribution at the beginning and end of the school year.
- Conduct weekly dorm meetings on Sunday night at 8pm followed by dorm clean up.
- In conjunction with the Residential Life Director process and facilitate room change requests.

### **3. Staff Supervision and Development:**

- In conjunction with the Residential Life Director, ensure staff is properly trained to carry out duties
- Ensure staff are properly carrying out their duties.
- In conjunction with the Residential Life Director, evaluate staff performance quarterly and provide constructive feedback regularly.

### **4. Programming and Activities:**

- Help develop and implement residential life programs that promote student development, cultural awareness, and community building.
- Help to organize and oversee recreational and educational activities, events, and trips for students.
- Collaborate with academic and extracurricular staff to support students' holistic development.

### **5. Communication and Collaboration:**

- Maintain open and effective communication with students, faculty, and administration.
- Provide regular updates to the Residential Life Director regarding student and staff progress along with regular dorm updates
- Collaborate with school counselors, academic advisors, and teachers to support students' academic and personal growth.
- Serve as a liaison between the dormitory and the wider school community.

### **6. Emergency Response:**

- Implement emergency response plans for the dormitory.
- Provide training for students on emergency procedures.
- Respond to emergencies and crises promptly and effectively.
- Ensure students' safety and well-being during emergencies.