



# Maine School of Science and Mathematics

*Where Going Beyond is the Norm*

## **Job Description: Residential Instructor** **Reports To: Student Life Director**

Residential instructors are an integral part of the School's residence life team and are essential to the success of our residential program and student experience. Residential instructors work closely with the student life and academic teams to intentionally foster a residential student experience that supports students and encourages their growth.

### **Essential Duties:**

- Implements the School's residential life program by serving a regular duty rotation consisting of four weeknights and two of three weekends (or equivalent). Duty consists of actively engaging with students, managing all student behaviors and incidents, running and participating in activities, and ensuring physical safety.
- Implements the School's student activities program as assigned.
- Implements the School's intramural program as assigned.
- Implements the School's health and physical education programs as assigned, including leading one healthy living track.
- Completes regular duty reports when on duty.
- Communicates in a professional and timely manner with students, parents, and staff.
- Performs other duties in support of the School as assigned by the residential life coordinator or dean of students.

### **Essential Skills:**

To be successful in this position you must be excited to engage and mentor high school aged students. You must also be able to function comfortably in a team environment and relate well to students, parents, and coworkers. This position requires maturity, a calm demeanor, strong communication skills, and detail and organization skills. You must be passionate about living in a boarding setting and being a student advocate while maintaining accountability. MSSM believes that our residential program is an essential part of our student learning experience and you must be willing to actively participate in creating that experience and assume a growth mindset in all interactions with students.

Bachelor's degree or higher required, and successful experience in a student life role in a residential setting is highly desirable. The normal work environment will vary greatly depending upon the tasks and needs of MSSM. Time will be spent at the School, driving, and at various meetings. The lead residential instructor is expected to participate in all required teacher meetings before the start and after the close of the school year.