



Title: Dorm Parent

Department: Residential Life

Reports To: Director of Residential Life

Description: Dorm parents supervise the dormitories and work closely with fellow dorm parents to provide a balanced and structured environment for our students. Dorm parents are responsible for the care and well-being of residential students and for providing a safe, secure, nurturing, and structured dormitory experience for all boarding students.

This is a full-time dorm parent position for which a one-bedroom apartment is the compensation for the following duties:

Primary Responsibilities:

- Control the dorm environment to maintain a safe, secure, and orderly living area
- Supervise up to 10 students living or visiting in the assigned dorm
- Consistently role model appropriate behavior
- Identify and enforce study times, recreational times, and bedtimes
- Manage behavior problems in accordance with Bement policies
- Dorm coverage responsibilities: two nights per week and every other weekend, as well as snow days and other coverage days that may arise throughout the academic year.
- Attend evening meals in the dining hall when on duty, serving as the head of the table, modeling appropriate behavior, and supervising students
- Delegate chores fairly to each student
- Maintain accurate student files concerning check-outs, check-ins, medical treatment, monies collected, and discipline records
- Be available by cell phone for communication with students, faculty, and staff during on-duty periods and occasionally during off-duty when warranted by circumstances
- Provide leadership in fire drills and disaster procedures
- Transport students for errands and activities
- Administer basic first aid when needed. Assure appropriate medical care is obtained when appropriate
- Observe and understand students' behavior and psyche and report suspicions of neglect, abuse, etc.
- Monitor each student to ensure proper personal hygiene and proper attire according to the school's dress code

Position Requirements:**Experience**

- A minimum of three years of experience working with middle school-aged youth is preferred.

Skills & Knowledge

- A willingness to follow the school's policies and procedures
- An understanding of the developmental needs of primary and middle level students
- Proficient at using computers, including the Google suite and the internet.
- Excellent written and verbal communication skills with demonstrated attention to detail
- Strong organizational skills for multitasking, prioritizing responsibilities, and problem-solving
- Must be able to work independently, multitask, and work well under limited time constraints

Additional Requirements:

- Successfully complete a criminal background check
- A valid driver's license
- Strong interpersonal skills with the ability to develop and maintain collegial relationships.
- Demonstrated commitment to diversity and inclusivity and to serving the needs of a diverse and inclusive community with diplomacy and tact.
- Positive attitude, with a proven ability to maintain confidentiality
- Regular and consistent attendance and punctuality is required and a condition of employment.
- All faculty and staff are required to occasionally perform different duties during special events.

Work Environment and Physical Requirements:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Duties are performed in a dorm setting. The environment may be stressful and hectic at times with frequent interruptions, multiple distractions, and changing priorities. The residence has stairs. Occasional lifting of furniture, suitcases, or supplies weighing up to 40 pounds is required. Must have the ability to reason and make judgments.

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required for the position. This job description reflects administration's assignment of essential functions; and nothing in this herein restricts administration's right to assign or reassign duties and responsibilities to this job at any time.