

Assistant Director of Residence Life

FLSA: Non-Exempt

Reporting: Director of Residence Life

Summary:

The Assistant Director of Residence Life (ADRL) is responsible for the day-to-day oversight of the RIS residential program in conjunction with the Director of Residential Life (DRL) and the residential team. Working with the DRL and two Dorm Parents, the ADRL will create a safe and nurturing home environment for the school's 32 residential students in grades 8-12, ensuring a positive experience for residential students that aligns with the school's mission and guiding principles.

This is a full-time, live-in position. The ADRL's residential housing assignment must be the ADRL's sole place of residence. At the end of each academic year the ADRL may be rehired for the upcoming academic year.

Primary Responsibilities for the Assistant Director of Residence Life:

General

- Foster relationships by building community with residential students, parents and colleagues.
- Help students navigate life as a residential student as it relates to personal well-being, academics and environment.
- In conjunction with the DRL, monitor residential students' academic concerns.
- In conjunction with the DRL, monitor residential student wellness issues and work with the School Counselor and residential team as needed.
- In absence of DRL serve as lead administrator of Riverstone House.

Student Support and Safety

- In conjunction with the DR, manage policies and safety plans for the dorm, including fire drills and evacuation.
- Administer basic first aid and prescribed medicines, provide support for ill students, and assist in obtaining necessary medical care in accordance with school policy.
- In conjunction with DRL update annually the policies identified within both the Residential Student Handbook and the Residential Staff Handbook/Operations Manual.

Residential Life

Updated April 29, 2024

- Serve as an advisor to residential students.
- 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.
- Be present and involved in residential events and activities to build strong connections with dorm students.
- Implement residential life curriculum and activities.
- Assist DRL in oversight of the residential program, including food service, facility cleanliness, identification of dorm facility needs and repairs, Information Technology and security needs, and student transportation.

Communications and meetings

- Attend regular meetings to collaborate with the dorm staff and the DRL.
- Support the work of the Admissions, Enrollment, and Business offices in areas applicable to the dorm students and the residential program.
- Direct and publish bi-monthly newsletters to families.
- Work with the DRL to develop a system for regular communications with residential student's families.
- Communicate individually with residential parents on student issues; create and follow templates for commonly used communication.
- Work with DRL to create a regular boarding newsletter.
- Assist parents in communicating with school staff and vice versa.

Required Skills:

- BA/BS or equivalent in education or another relevant field.
- Supervisory and management experience in a secondary boarding program or similar job.
- Excellent communication skills, both verbal and written.
- Ability to work as a member of the residential team, the secondary school team, and administration.
- Possess a valid driving license and a clean driving record.
- Be comfortable transporting students in a 12-passenger van.
- Satisfactorily complete background check.

Desired Skills:

- Teaching or counseling experience.
- Fluency with a second language or international experience.
- Ability to offer guidance and comfort to students far from home.
- Possession of or ability to obtain a Commercial Driver's License (School Bus)
- Hold valid EMT/Wilderness First Responder certification.

Physical Requirements:

- Ability to lift up to 20 lbs. on an occasional basis.
- Mobility sufficient to move about the dorm.
- Ability to drive students safely.
- Ability to see, hear, and speak as to communicate clearly with students and coworkers.

Employment, Benefits and Wages:

- Employment is based on a 9-month contract.
- The contracted dates will be early August to mid-June, with on-site presence and residence expected. Specific dates to be identified each year by the Head of School and Director of Residential Life.
- Competitive wages paid once per month over the duration of the contract.
- This position is a full-time position and may require some overtime.
- This position is eligible for medical, dental and retirement benefits, in addition to other benefits identified for full time employees who are regularly scheduled to work 40 hours per week.
- Room and board in a separate 700 square foot apartment located in the facility; meals not provided when students are not present.
- This position requires the ability to work some weekends, holidays and school breaks as defined by the DRL.
- Unless public health circumstances prevail, the residential facility will be closed to students for ten days during the School's winter break and possibly ten days during spring break. The Assistant Director of Residential Life may choose to stay in the facility or travel if the facility is closed. If circumstances create a need for students to stay at the residential facility during winter or spring break, work opportunities may be presented.
- Professional development opportunities as agreed upon.

The School's administration reserves the right to change or add to this job description at any time.