



Dorm Parent

It is the expectation that life at St. Edward's Dormitory mimic life in a typical American home. Clearly defined rules, while important, should not shape or take the place of relationships. Parents sending their sons to Kennedy Catholic are expecting Dorm Parents to be just that, parents.

Dorm Parents will live in a dorm setting and supervise all student residents. They are responsible for establishing and maintaining an approachable rapport, providing and maintaining a framework of regulations and organized procedures within which the dormitory students will live. This environment will align with the mission and vision of Kennedy Catholic High School and the Office of International Education. This description is intended to identify the essential job functions and set forth the requirements for the performance of this job. It is not to be construed as an exhaustive description of job functions or requirements.

This position reports to the president or his or her designee.

BUILD RELATIONSHIPS

Resident students need to know that Dorm Parents are accessible, not only for formal gatherings but also informally. Dorm Parents act as both a support and a resource; Dorm Parents foster a safe environment for all residents. Dorm Parents establish and communicate this role by their attitude, bearing and demeanor. Dorm Parents should:

- Walk through periodically during the day to connect with residents.
- Take the time to know each resident personally.
- Post hours of availability.
- Post emergency phone numbers in case of emergency.
- Be aware of resident grades, attendance and behavior (using Skyward). Engage school resources to shape improvement when needed. Report persistent school-related issues.
- Get to know Dorm Supervisors well enough to assist with the bonding of Dorm Supervisors and their assigned residents.

DORM MEETINGS

- Hold DS/RA meetings weekly. This is a time to discuss problems, brainstorm ideas, etc.
- DP and DS: Hold Dorm Meetings weekly in the dining room. Attendance is required. Topics could include but should not be limited to:
 - Dorm rules
 - Tardies and absences to school
 - Event planning and Extraordinary Experiences
 - Dorm job assignments and status
 - Upcoming school-related events and attendance requirements
 - Upcoming parent or relative visits
 - Maintenance issue requests
 - Menu requests

GENERAL EXPECTATIONS

1. Develop a comprehensive dorm-life manual that will serve as part of the orientation of all students living in the dorm. This manual will be reviewed annually to be aligned with Kennedy Catholic policies and procedures and will be reviewed by IE Office and Kennedy Catholic administration. The manual should include but not be limited to:
 - How to submit work and maintenance work orders
 - Routines for weeknights and weekends
 - Overview of a dorm experience (the dos and don'ts)
 - What to do when sickness occurs
 - Social media policies
 - Orientation (room assignments, introductions, orientations, room changes, curfews)
 - Dorm meetings
 - Dorm responsibilities for residents
 - Safety
 - Drug and Alcohol policies
 - Room checks
 - Dorm Parent duties and responsibilities
 - RA duties and responsibilities
 - Meeting structure
 - Communication and interaction with IOE and Kennedy Catholic administration.
2. Serves as a standing member of the school Safety Committee, maintaining continuity to safety practices and drills held at Kennedy Catholic.
3. Is a contributor to the development of the Kennedy Catholic Calendar Committee and Facilities Committee.
4. Develops positive and respectful relationships with the students living in the dormitory.
5. Has direct oversight of the Dorm Supervisors (RAs) and manages compliance to archdiocesan policies and procedures, including Called to Protect and Background Checks. Ensure Archdiocesan employee manual must be read and signed.
6. Provides a safe and secure living environment in the dormitory for student residents so they can focus their attention on their educational program and requirements.
7. Works to establish and maintain open lines of communication with students, staff, and administrators.
8. Interprets and implements school policies and administrative regulations, working through the school authorities.
9. Assumes responsibility for the grades, attendance, conduct, dress and health of students.
10. Informs school authorities about activities in the dormitory as required.
11. Exercises decisive leadership in crisis situations.
12. Is familiar with emergency protocol as dictated by the Safety Committee. Conducts regular drills that include fire, earthquake preparedness and lock down procedures.
13. Confers with parents and/or guardians of students in their charge.
14. Cooperates and coordinates with the school staff, when necessary, to promote effective educational programs of the school as they pertain to the dormitory.
15. Handles repair and damage requests, working with custodial and maintenance staff in maintenance of dormitory and equipment, which includes providing weekly updates.
16. Attends appropriate staff meetings and in-service seminars. Weekly staff meetings with the leadership team at Kennedy Catholic are required.
17. Coordinates the closing of the dormitory for vacation periods and return by the time the hall opens after vacations. This includes providing follow ups to needed maintenance, cleaning, and repairs.
18. Work with and supervise the students in the cleaning of the kitchen, student rooms and dormitory in general.

19. A Dorm Supervisor must be at the dorm or with the students whenever students are expected to be home.
20. Other duties as assigned by appropriate school authorities.

REQUIRED SAFETY AND SECURITY POSTINGS

The Dorm Parent is responsible to ensure the following is posted in an easy to access location and content is regularly updated and accurate:

- Fire Procedures/Emergency Exit Maps (including fire extinguisher locations).
- Postings provided by the Kennedy Catholic Safety Committee (also must be a member)
- Study Hours list
- Emergency Phone Numbers
- Dorm Parents, Fire, Police, Security/school administration, poison control, administrator on duty.
- Room assignment chart (which students are assigned to which DS and RA)
- Dorm coverage duty hours (posted weekly)
- Dorm extraordinary experiences and monthly outings posted after Dorm Meetings.
- Dorm job assignments (supervisors, RA's students, Dorm Parents)
- Dorm bathroom cleanliness standards
- Dorm room cleanliness standards

CPR and First Aid certification and maintenance is required. Oversight and accounting for CPR and First Aid certification of all dorm employees is required.

Salary: Free room and board, full benefits package, and based on experience, salary not to exceed \$25,000 annually.

Hours: full time 180 school days, with alternating weekends off (rotation involving dorm supervisors). Extended time off between mid-June and the first week of August.

Apply through AppliTrack by going to the Office of Catholic Schools website at <http://www.ocsw.org/>, additionally, email your cover letter and resume to Peggy Cunningham, Executive Assistant, cunninghamp@kennedyhs.org or mail to: Kennedy Catholic High School Attn: Peggy Cunningham 140 S. 140th Street Burien, WA 98168-3496