



## **Dorm Supervisor**

*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 a family setting complete with live-in brothers and sisters.*

*Dorm supervisors 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 ultimately reports to the president or his or her designee.*

### **COMMUNICATIONS WITH DORM PARENTS**

Open and frequent communications between supervisor and dorm parents is essential to create a healthy, safe and nurturing dorm environment. At the beginning of each year, Dorm Parents and supervisors should meet to determine dorm jobs and write expectations/standards for each job, discuss leadership styles, and address other topics to establish a good working relationship.

Dorm supervisors should meet formally at least once a week with their Dorm Parents to assess the mood of the students, evaluate the dorm overall and troubleshoot.

At the weekly meetings, the following topics could include but not be limited to:

- Dorm jobs—praising for jobs completed, challenging those to improve
- State of the dorm (maintenance issues and other topics related to the building and grounds)
- Morale of the dorm—be alert for unhappiness, the status of peer to peer relationships, food issues, etc.
- Review the calendar for the upcoming week (school related events, drills, birthdays, dorm-wide activities or important dates).

In addition to weekly meetings, supervisors should feel comfortable talking to Dorm Parents on an as needed basis, especially on urgent matters that can't wait for the weekly meeting.

### **DORM SUPERVISOR MEETINGS**

Dorm parents and supervisors will meet 15 minutes before the weekly night all dorm meetings each week. A variety of topics can be discussed and presented to the dorm following this dorm parent-supervisor meeting.

The supervisor is often the first responders in an emergency or potentially dangerous situation for a student. Supervisors must report any situation that may be hazardous, dangerous or unhealthy in the dorms or anywhere on campus. If you are unsure, consult a dorm parent, the director of international education, the vice principal of campus life, the principal or any other responsible adult. Supervisors should be familiar with signs of depression, eating disorders, bullying, hazing, etc. and report to an adult at the first sign of any possible harmful behavior.

## **BUILD RELATIONSHIPS**

The dorm supervisor acts as the Big Brother or sister in the dorm. The dorm supervisor should work to keep morale high in the dorm and be willing to always take care of his or her fellow dorm residence. In order to fill this expectation, the supervisor must make himself or herself readily available to other residents, be fair and empathetic to each student, plan dorm activities, and finally, be alert for unhappiness among the dorm residents.

## **AVAILABILITY**

- The dorm supervisor should have daily communication with each resident (member of their family), even if to just say “Hi.” Preferable, checking in periodically during the day to personally 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 Parents well enough to assist with the bonding process.

## **DORM MEETINGS**

- Attend Dorm Parent/Supervisor meetings weekly. This is a time to discuss problems, brainstorm ideas, etc.
- Attend the 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
  - Supervisor duties and responsibilities
  - Meeting structure
  - Communication and interaction with IE office and Kennedy Catholic administration.
2. Develops positive and respectful relationships with the students living in the dormitory.
  3. Has direct oversight of the residents and manages compliance to archdiocesan policies and procedures, including Called to Protect and Background Checks. Ensure Archdiocesan employee manual must be read and signed.
  4. Supports a safe and secure living environment in the dormitory for student residents so they can focus their attention on their educational program and requirements.
  5. Works to establish and maintain open lines of communication with students, staff, and administrators.
  6. Interprets and implements school policies and administrative regulations, working through the school authorities.
  7. Assumes a shared responsibility for the grades, attendance, conduct, dress and health of students.
  8. Informs Dorm Parents about activities in the dormitory as required.
  9. Exercises decisive leadership in crisis situations.
  10. Is familiar with emergency protocol as dictated by the Safety Committee. Participates in regular drills that include fire, earthquake preparedness and lock down procedures.
  11. Confers with parents and/or guardians of students in their charge when necessary.
  12. Cooperates and coordinates with the school staff, when necessary, to promote effective educational programs of the school as they pertain to the dormitory.
  13. Communicates repair and damage requests, working with Dorm Parents in maintenance of dormitory and equipment, which includes providing weekly updates.
  14. Attends appropriate staff meetings and in-service seminars.
  15. Assists the Dorm Parents in the closing of the dormitory for vacation periods and return by the time the hall opens after vacations.
  16. Work with and supervise the students in the cleaning of the kitchen, student rooms and dormitory in general.
  17. A Dorm Supervisor must be at the dorm or with the students whenever students are expected to be home.
  18. Other duties as assigned by appropriate school authorities.

## **REQUIRED SAFETY AND SECURITY POSTINGS**

The Dorm supervisor is responsible to ensure the following postings are read, communicated and discussed.

- 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 Dorm Supervisor)
- Dorm coverage duty hours (posted weekly)
- Dorm extraordinary experiences and monthly outings posted after Dorm Meetings.
- Dorm job assignments (supervisors, 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 provided.

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](mailto:cunninghamp@kennedyhs.org) or mail to Kennedy Catholic High School Attn: Peggy Cunningham 140 S. 140th Street Burien, WA 98168-3496