



Being a resident of the School requires the support and cooperation of all members, acting as a team to assist one another when the need arises. Residents should be available, firm, forgiving, consistent, compassionate, patient, and able to project their authentic selves. Resident status is considered a privilege as it provides an opportunity to engage with students in a meaningful and important role beyond the classroom and playing fields. Residents are asked to fulfill specific duties needed to operate a dynamic and engaging residential program.

<b>Job Title:</b>	Residential Faculty	<b>Date:</b>	September 2020
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**Miss Hall's Mission**

Miss Hall's School inspires and encourages each girl to pursue the highest standards of learning and character; to contribute boldly and creatively to the common good; and to seek a purposeful life based on honor, respect, growth, and personal authenticity.

**Miss Hall's Diversity, Equity and Inclusion Statement**

At Miss Hall's School, we champion social justice; insist that all community members demonstrate respect for each other through words and actions; and affirm that diversity, equity, and inclusion are essential to learning and problem solving, discovery and personal growth, and cultivating empathy and cultural competency.

Guided by these beliefs, and with the understanding that being an inclusive community requires ongoing work and commitment, we foster cross-cultural dialogue and allyship to honor and celebrate our diverse community.

**Responsibilities**

- Building community on the hall/in the dorm and with students studying remotely.
- Be familiar with school rules and guidelines outlined in the Student-Family Handbook.
- Be familiar with the protocols and policies set forth in the Employee Handbook and the Resident Manual.
- Hold regular hall meetings and attend and assist All-Dormitory Events scheduled throughout the year.
- Make maintenance requests when necessary.
- Provide instruction to resident students for fire and evacuation drill procedures.
- Perform regular room inspection (schedule determined by hall parent).
- Carry out semester-end procedures in the dormitory, seeing that corridors are clean and rooms inspected.
- Communicate regularly with the Director of Residential Life, Dean of Students, and the other resident faculty.
- Communicate frequently and openly with Proctors, overseeing that they perform their duties well.
- Organize a hall event at least twice a month.
- Mediate rooming conflicts, alerting the Director of Residential Life and Dean of Students about concerns in a timely manner.
- Address hall-related concerns such as homesickness, friendship difficulties, cleanliness, and general well being, first speaking directly with the individual(s) involved.
- Attend all regularly scheduled resident meetings.
- Participate in and follow study hall and late-night duty schedule, giving ample time for changes, if necessary.
- Provide overnight weekend coverage when scheduled.
- Regularly record and review comments in the Late Night duty log.
- Oversee the securing and packing of a student's belongings in the event of an unexpected departure from the School.
- Discourage and attempt to limit (with support from other residents) wall damage and the accumulation of clutter and trash in public areas (the laundry room, bathrooms, lounges).
- Find equal duty coverage on evenings when unable to fill responsibilities.
- Residential team members are considered essential personnel during shutdowns due to inclement weather, power outages, etc. The team will provide the appropriate coverage.
- Provide oversight and coverage during the fall, winter, and/or spring break.
- Interact with students, colleagues, consultants, and members of the public in a courteous and respectful manner.

**Required Knowledge, Skills, and Abilities**

- Bachelor's Degree preferred; three years of related experience in an educational environment strongly preferred
- Demonstrates strong character and ability to act as a sound role model for adolescent girls
- Ability to perform assigned duties without supervision
- Must have a sense of perspective and a good sense of humor
- Must be enthusiastic, friendly, courteous, highly organized, detail-oriented, and professional
- Demonstrates ability to effectively advise and mentor dormitory Proctors and be a leader in community building
- Ability to think critically, demonstrating excellent reasoning and troubleshooting skills
- Ability to coordinate multiple tasks and be accountable for outcomes
- Demonstrates strong written and oral communication skills, including the ability to communicate effectively with students, colleagues, consultants, and members of the public in a diverse population
- Appreciates and supports the Student Life programming and has the ability to work well in a residential environment
- Committed to the Miss Hall's School Mission, Core Values, and Diversity, Equity, and Inclusion initiatives

**Physical Demands**

- Physical ability to work nights and weekends and to be available to students in case of emergencies
- Must be able to climb and descend multiple flights of stairs, perform CPR, operate windows and fire doors, use a portable fire extinguisher, and run, when necessary, in response to emergencies in the dorm. These are essential functions of the job
- Must have the ability to hear alarms, telephones, fire horns, and cries for help
- Must possess or have the ability to obtain within 3 months of residency current and valid certifications in CPR, AED, and First Aid procedures (American Heart Association preferred).

<b>Job Classification</b>	Support Staff (Essential)	<b>Supervisor:</b>	Dean of Students
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<b>Employment Status:</b>	Part-Time / Non-Exempt	<b>Dates:</b>	August - June
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