

The Bolles School Job Description

Position Title: Director of Resident Life

Campus: San Jose Upper School

FLSA Classification: Exempt

This position will commence July 2023 for the 23-24 Academic Year

Best Apply Date: February 15, 2023

The Bolles School, a Northeast Florida independent college preparatory day and boarding school founded in 1933, has long been known as one of the top educational institutions in the country. This prominence is rooted in an enduring *All Things Possible* mindset that encourages students to discover their strengths and excel in them throughout their Bolles experience. The Bolles School motto is 'pursuing excellence through integrity, courage and compassion.' Bolles proudly employs over 400 full time, part time and seasonal faculty, staff, coaches, and administrators. Bolles has a rich history in tradition and achievement that extends to our hiring practices and the professionalism and respect garnered in the independent school community.

Our four beautiful, award-winning campuses serve over 1700 students in Grades Pre-K thru 12 and have the capacity for 78 boarding students. We welcome our diverse boarding students - currently from 16 states and 29 countries. On campus, Bolles students benefit from our highly qualified, nationally recognized faculty and staff. The School, its staff, faculty, and parents, provide an enriched, safe, and nurturing "home away from home" for our upper school students. From academics to the arts to the athletics, resident students embrace success in the thriving, historical city of Jacksonville, Florida.

The Bolles School searches worldwide for faculty & staff who demonstrate experience in their respective fields.

Position Purpose: The Director of Resident Life is responsible for facilitating a living and learning environment that is conducive to the personal development and academic achievement of all residents. This position is also responsible for the administration and management of the boarding program falling under the Office of Resident Life. The Director of Resident Life will work closely with the Director of Admission and Chief Financial/Operating Officer during annual revenue planning and occupancy projections. This is a full time, 12-month, live-in position including various evening, overnight and weekend shifts according to the schedule.

The Bolles Resident Life Program focuses on the whole person by developing:

- A strong sense of responsibility
- Self-reliance and leadership
- A passion for learning and creative expression
- An appreciation of varied backgrounds and diverse cultures
- An inclusive mentality

Essential Functions:

- Responsible for the oversight, risk management and programmatic responsibilities for all Resident Life Events (i.e., curriculum events, dorm events, service projects, weekend activities, and student leadership training)
- Guidance and supervision of resident life by maintaining a vibrant, positive, healthy, safe, and inclusive environment focusing on student conduct, student leadership, spiritual life and health and wellness
 - Make regular room and house inspections
 - Facilitate productive relationships between older and younger students
 - Facilitate effective student leadership development
 - Establish and maintain traditions
- Partners with stakeholders on and off campus to support student success and retention, ensuring students reach their potential
- Collaborates across campus to develop programming to support Bolles' efforts in diversity, inclusion, and equity
- Partners with stakeholders to evaluate and assess housing satisfaction, retention, and projection trends
- Partners with food service vendor to maintain quality food service operation and meal plan options
- Partners with Operations to maintain and properly care for dorm facilities
- Partners with key campus colleagues regarding crisis response and serve on the Emergency Response team
- Ensures all members of the Resident Life Program are familiar with the School's policies and procedures for child protection and health & safety
- Maintains & plans annual budgetary process to ensure efficient resources are allocated and aligned with the department goals
- Manages the daily operations of the Dorm Office, including student forms and logs
- Ensures sufficient staff to include duty rotation assignments and monthly calendar overviews
- In partnership with the appropriate Administration, oversee the discipline and standards of behavior of the boarding students
- Cultivates relationships by contacting and communicating with parents to ensure they are fully informed about their student's welfare and progress, respond to parent and family concerns in a timely manner
- Liaise with the school's medical staff to ensure students' medical needs and requirements are managed; administers student medications as needed and appropriate
- Participates in the coordination, transition, and orientation of new students, visiting students and summer students during ELLO (English Language Learner Orientation), Summer Camps, and other ancillary programs requiring boarding
- Responsible for the employee development, evaluation, and administration of the Resident Life Staff
- Work with Auxiliary Services Director to ensure safe summer dorm usage and logistic support.
- Other duties: This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Other duties, responsibilities and activities may change or be assigned at any time with or without notice.

Qualifications/Requirements:

- Bachelor's degree in a related field
- 5 years previous housing and residence life experience at an Assistant/Associate Director level on an educational campus, responsibility for financial management; supervision of staff, or an equivalent combination and experience sufficient to successfully perform the essential duties.
- First Aid/CPR certifications
- Computer skills including MS Office (Outlook, Word, Publisher, and Excel)
- Must have a safe driving record and be able to pass a CDL exam and get CDL license to transport resident students
- High ethical and moral standards to confidently mentor adolescents
- Demonstrated empathetic and positive approach to learning and engagement as well as a patient demeanor
- Excellent judgment and decision-making abilities
- Understanding of and appreciation for the developmental stages of adolescents, including their health and wellness needs

Preferred Additional Qualifications:

- Master's Degree in a related field
- 7-10 years of professional experience in student affairs with progressively more responsibilities
- 2 + years' experience in teaching, advising, or coaching
- Involvement or knowledge of admissions departments
- Experience in student conduct systems
- Relevant experience working with students in grades 9-12, including living/working in a residential environment
- Training in diversity, inclusion, and equity
- Any international experience, including language

General:

- Must demonstrate and enthusiastically support the School's Mission
- Must be willing to perform in a manner that reflects positively on The Bolles School
- Must have the ability and willingness to communicate well, work congenially, and deal effectively with all school personnel and school families, as well as with the larger business and educational community.
- As a member of the Bolles team, perform other duties as requested by the Head of School or other Administrators.

Compensation:

- Unfurnished housing
- 10-month meal plan
- All utilities included (cable, internet, heat, a/c, water, electric)
- Cell phone stipend
- Competitive salary and benefits package
- Competitive Tuition Remission
- Professional Development Opportunities
- Competitive medical, dental and vision benefits

Physical Requirements:

- Prolonged periods sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at times.
- Must be able to access and navigate all areas of the school and other facilities as needed.