

Dormitory Head Resident**I. General Description**

The Head Resident is appointed by the Head of School upon the recommendation of the Director of Residence Life for an indefinite period. The Director of Residence Life supervises and evaluates his/her work and annually recommends to the Head of School whether the Head Resident should continue in that position.

The Head Resident shall be a person with the education and experience needed for the position. The general requirements of all faculty and staff members, as delineated in the Faculty/Staff Handbook, shall be expected of the Head Resident as well. Primary among these is the need to be a "Christian role model." (I Timothy 4:12, Luke 6:40). If the Head Resident is married, it is expected the spouse will recognize the value of modeling a Christian couple/family for the students and will be involved with the students in a fashion similar to that of spouse within a family

The specific job responsibilities of the Head Resident follow and are used for evaluation purposes on a yearly basis.

II. Responsibilities

In addition to the specific responsibilities listed below, he/she shall carry out such other duties as may be assigned by the Director of Residence Life.

- Nurture the spiritual, emotional and educational development of the dorm students
- Enforce the regulations of the Academy and the dormitory and initiate disciplinary actions as needed
- Strive to function as a surrogate parent and provide an atmosphere of a "home away from home". Initiate small and large group activities, be available for "spontaneous" conversation opportunities, initiate social and party activities, etc.
- Monitor the cleaning and care of the dormitory building, furnishings and grounds. This includes but is not limited to checking student rooms daily, assigning daily/weekly work jobs, practice and encourage energy conservation, attend to the outside appearance of the dorm (litter, shoveling walks, flower beds, etc.) and supervise the students in the overall care of the facility.
- Hours of on-site responsibility are:
 - Daily Monday through Thursday from 3pm until the 8:30am the next morning
 - Weekends: Friday from 3pm until Monday morning
 - College student proctors will assist the Head Resident and enable the Head Resident to be "off duty" one day/night per week (Mon-Thurs) and one weekend per month (Friday afternoon – Sunday evening).

III. Skills and Qualifications:

- A high school diploma or equivalent is required / advanced degree preferred
- Previous experience in residential life supervision is preferred