



HOUGHTON ACADEMY

DORM / HOUSE PARENT

Job Description

General Description: The Dorm/House Parent plays a critical role in the personal and spiritual development of Houghton Academy's resident life students. As the heart of the Resident Life Leadership Team, the Dorm Parent provides structure, mentorship, and care to ensure a safe, nurturing, and enriching environment. This ministry position reflects a commitment to serving God, modeling Christian values, and fostering student growth.

Ministry Commitment: All Houghton Academy employees are called to serve as ministers of the Gospel of Jesus Christ, living consecrated lives, demonstrating personal worth and professional competence, and upholding biblical principles.

Reports To: Boarding Program Director

Evaluation: The Boarding Program Director evaluates the Dorm Parent's performance regularly and annually, per the expectations outlined in this job description, the Employee Manual, the School Handbook, and the Resident Life Handbook.

Qualifications:

Education & Certification:

- A bachelor's degree from an accredited college or university.
- CPR / AED certification and knowledge of emergency procedures.
- First Aid certification preferred.
- Legally authorized to work in the USA.
- Possess a valid driver's license (CDL preferred).

Competencies:

- Be a mature and vibrant believer with a growing faith in Jesus Christ, exhibiting a biblical lifestyle pattern, and be a role model for students.
- Be organized, dependable, and capable of maintaining consistency.
- Show emotional stability and resilience while navigating student highs and lows.
- Be capable of enforcing dorm and school standards while maintaining healthy relationships with students.
- Be proactive, demonstrate sound judgment, and maintain professional confidentiality.
- Have a servant's heart and a teachable spirit, eager to seek guidance and improve.
- Be approachable, relational, and invested in building positive mentoring relationships.

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Key Areas of Oversight:

1. Student Supervision and Care

- Ensure dorm safety, security, and order while being accessible to students.
- Supervise curfew checks, technology collection, and bedtime routines.
- Monitor student health, coordinate with medical professionals, and respond appropriately to emergencies.
- Be attentive to the emotional, spiritual, and social needs of students.
- Create a supportive and welcoming dorm culture that promotes growth and accountability.

2. Administrative Responsibilities

- Maintain accurate records and ensure compliance with school policies.
- Monitor building cleanliness and coordinate student chores and maintenance.
- Oversee check-in/out processes at the start and end of semesters.
- Ensure the availability of cleaning supplies and maintain common areas.
- Submit written reports regarding student behavior, conversations, or concerns.

3. Academic and Spiritual Support

- Support students in completing academic responsibilities, including homework and schedules.
- Intervene and connect struggling students with academic support services.
- Foster spiritual growth by encouraging conversations, modeling Christ-like behavior, and supervising church attendance.
- Look for creative opportunities to provide worship experiences and faith development.

4. Community Engagement and Activities

- Organize and participate in student outings and activities to enhance community life.
- Promote enthusiastic participation and model a positive attitude.
- Celebrate student successes and recognize milestones, holidays, and important events.
- Supervise weekend and vacation coverage in collaboration with the Resident Life Team.

5. Communication and Reporting

- Communicate clearly and reliably with students, supervisors, and fellow staff.
- Report concerns about abuse, emotional distress, or significant behavioral changes to the Program Director immediately.
- Be familiar with and adhere to legal reporting requirements for student safety.

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- Participate in weekly team meetings and collaborative planning sessions.

Schedule and Time Commitment:

- **Academic Year Commitment:** Late August through early June, with breaks for Thanksgiving, Christmas, and Spring Break. Vacation days (20 annually) are coordinated with the Program Director.
- **Hours of Duty:** When students are in the dorm, duty is generally 24/7, with flexible availability communicated to students.
- **Supervisory Presence:** Maintain a visible presence during key times (mornings, afternoons, and evenings) and oversee weekend coverage, ensuring students' safety and well-being.

Professional Development and Evaluation:

- Attend orientation, training, and staff retreats.
- Participate in quarterly reviews and semester feedback sessions with the Program Director.
- Provide constructive feedback to Resident Assistants (RAs) and contribute to their professional growth.

Representation and Advocacy:

- Serve as an advocate for Houghton Academy and the Boarding Program.
- Share positive experiences publicly while addressing concerns privately with appropriate supervisors.