

THE HARVEY SCHOOL

Dormitory Parent Job Description

One of the most distinctive features of The Harvey School is its five-day residential program. During the week, boarding students benefit from many aspects of dormitory life, including proctored evening study halls and access to faculty who live on campus or stay at school after regular hours.

Position Summary

Dorm parents live in and supervise the dormitories, including one to two evenings per week of assigned supervision. They are responsible for the care and well-being of residential students and for providing a safe, secure, nurturing and structured dormitory experience for all boarding students. Dorm parents aid students in adjusting to and managing independent living and encourage and support their academic progress and personal growth.

Essential Duties and Responsibilities

- Ensure the safety and well-being of all students in the school.
- Know the whereabouts of the students in your care.
- Spend time daily with each student in the dorm.
- Hold students accountable for the guidelines and standards of the school as described in the Student Handbook.
- Communicate regularly with the dormitory directors regarding student behavior, academic or social issues, maintenance needs, or other observations or concerns.
- Enforce consequences that students receive in other areas of the school program.
- Help the students maintain the cleanliness of their dorm rooms and common areas.
- Maintain the dorm parent's own living spaces, both indoors and out, in an orderly fashion.

Minimum Qualifications

- Bachelor's degree. Master's degree in education-related field preferred.
- Experience working with students, ideally in a residential environment.
- Ability to set clear expectations and boundaries and hold students accountable.
- Caring, understanding, and patient nature.
- Ability to communicate clearly and effectively, verbally and in writing.
- Strong organizational skills, attention to detail, and follow-through.
- Positive attitude, flexible approach, and a sense of humor.

To apply for this position: Please send a single PDF file that includes a letter of interest, resume, and three references to employment@harveyschool.org. Please include the position title in the subject line.