

Andrews Osborne Academy

Assistant Head of House

The Assistant Head of House is responsible for monitoring and supervising the boarding school students living in their dormitory house. The AHH is expected to be 'on duty' in their House one evening per week (6:00 p.m. until 8:00 a.m. the following morning), and two weekends per month (6:00 p.m. Friday through 8:00 a.m. Monday morning). During these times the AHH assumes the role and responsibilities of the Head Houseparent. Basic CPR and First Aid training are required and must be updated as certificates indicate.

Responsibilities include, but are not limited to:

- Assume full responsibility for the House while 'on duty'
- Ensuring students are following the set schedule responsibly and punctually (meals, school, evening study hall, curfew, lights out, etc.)
- Ensuring students are following proper residential procedures such as signing in/out and requesting permission for off-campus activities
- Communicating regularly with HH regarding all student disciplinary matters
- Monitor weekly chores/Ensuring the House remains 'tour ready' at all times
- Administering student medication as needed
- Supervising a Student Proctor (a student leader who aids in these responsibilities)
- Attending a weekly meeting with the Director of Residential Life and Residential Life team
- Assisting the Director of Residential Life in coordinating student travel plans
- Supplemental duties as required by the Director of Residential Life
- Contributing to a dorm culture that is respectful, fun, and safe
- Develop appropriate relationships with students in the dorm so they feel known and cared for

Please send a cover letter, resume and 3 references to Scott McNevean, Director of Residential Life, at smcnevean@andrewsosborne.com

Compensation:	No salary, full room & board provided + in-class experience
Housing:	Apartment provided in assigned dormitory
Meals:	Provided in Dining Hall while school is in session, 19 meals weekly
Other:	Wi-Fi provided, Cable TV provided
Other Potential Roles:	Substitute teaching, **Coaching, **Driving, **Student Café **indicates additional compensation provided

Andrews Osborne Academy (AOA) is an independent, coeducational, college preparatory day (age 4 to grade 12) and boarding (grades 7-12) school near Cleveland, with a beautiful 300 acre campus located in Willoughby, Ohio.