



## Andrews Osborne ACADEMY

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### DIRECTOR OF RESIDENTIAL LIFE

**Appointment:** Full-time  
**Reports to:** Assistant Head of School for Co-Curriculars

#### **Work Environment:**

Andrews Osborne Academy (AOA) is an independent, coeducational, college preparatory day (PK to grade 12) and boarding (grades 7-12) school located in Willoughby, OH. Our Academy offers early childhood, elementary, middle and secondary education to committed students in a multicultural setting. AOA is known throughout the region for offering a community built upon deep and meaningful relationships between and among teachers, students, families, and staff, and for developing a superlative educational paradigm. That paradigm is invested in two deeply held beliefs - that students need to think critically AND creatively, and, that knowledge is deepened through plurality. An AOA education empowers students to develop into empathic and caring global citizens capable of leading the way into a dynamic future.

#### **Duties and Responsibilities:**

The Residential Life Director will assume full responsibility for the residential life department, work closely with many members of the AOA leadership team, and particularly close with the residential life staff and boarding student population.

General duties and responsibilities also include but are not restricted to the following:

- Managing a dorm staff team of 14
- Meeting bi-weekly (or as needed) with the residential life team
- Meeting weekly with the Asst. Head of School for RL & Co-Curriculars
- Communicating as needed with the boarding student population, boarding parent population, admissions staff, consultants, kitchen staff, operations director, athletics director, transportation coordinator, school nurses and faculty weekend teams
- Coordinate on-campus faculty staffing
- Coordinate weekend activities
- Coordinate weekend faculty teams
- Coordinate maintenance needs in residences with Operations Director
- Coordinate school break transportation/travel for boarding students
- Coordinate health insurance correspondence for boarding students
- Coordinate afternoon activity schedule for boarding students
- Coordinate rooming lists for the boarding population



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- Coordinate academic standing of boarding students with Upper/Middle School Directors
- Coordinate restorative justice responses to all discipline issues for the boarding population
- Manage the execution of a residential life curriculum
- Facilitate a boarding culture that aligns with the school's core values
- Facilitate a boarding culture that promotes empathy, relationship, and respect

**Salary:** Commensurate with experience

**Hours:** The Residential Life Director acknowledges that the role, by nature, does not operate within standard hours. While the RL Director has full autonomy over their schedule and maintains their own hours, accessibility is paramount. It is expected that the RL Director (or a delegated staff member) can be reached at all times pertaining to matters regarding the boarding community.

**Benefits:** The position is full-time and comes with the same full-benefits package allocated to all AOA full-time employees.

**Contract:** The contracted start date for the role is July 1, 2019, to continue for a full calendar year concluding on June 30, 2020. All AOA full-time contracts are one-year in length and subject to annual evaluation. Contract renewals, if issued for the following year, are issued annually in February.

**Contact Info:** Applicants should email cover letter, resume, and at least three references to Mr. Scott McNevean, Assistant Head of School – Residential Life & Co-Curriculars, [smcnevean@andrewsosborne.com](mailto:smcnevean@andrewsosborne.com).

*All applicants should know that a formal BCI/FBI background check, and extensive communication with references will be a part of this hiring process.*

*Andrews Osborne Academy is an equal opportunity employer committed to cultural diversity in our workforce.*

[www.andrewsosborne.org](http://www.andrewsosborne.org)