



Assistant Houseparent

Andrews Osborne Academy is seeking to fill the position of Assistant Houseparent in the area of Residential Life for the 2022-2023 school year.

The Assistant Houseparent (AHP) is responsible for monitoring and supervising the boarding school students living in their house. The AHP 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 AHP 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:

- Fostering and maintaining a house culture that is inclusive, fun, and safe
- Developing meaningful, appropriate relationships with all students in the house
- Implementing house activities in accordance with the Residential Curriculum
- Assume full responsibility for the house while 'on duty'
- Ensuring students are following proper residential procedures
- Communicating regularly with HHP regarding all student disciplinary matters
- Monitor weekly chores and ensuring the House remains 'tour ready' at all times
- Administering student medication as needed
- Co-supervising student Proctors assigned to the house
- Attending weekly meeting Residential Life Team meeting
- Assisting the Director of Residential Life in coordinating student travel plans
- Supplemental duties as required by the Director of Residential Life

Compensation Package:

- Apartment provided in assigned house
- Full meal plan provided in AOA Dining Hall
- Wi-Fi and utilities provided

Application Process: Please send a cover letter, resume and three references to Stephanie Wismer, Director of Residential Life, at swismer@andrewsosborne.com