



## **Head Houseparent**

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

The Head Houseparent (HHP) is responsible for monitoring and supervising boarding school students living in their house. Top candidates for HHP should be patient, empathetic individuals who are good communicators and enjoy working with young people. Possessing a global perspective and having experience living/traveling abroad are highly beneficial but not required.

**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
- Being responsible for the house while ‘on duty’
- ‘On duty’ three nights per week (3:15PM – 8:00AM the following morning)
- ‘On duty’ every other weekend (3:15PM Friday – 8:00AM Monday)
- Ensuring students are following proper residential procedures
- Working in a professional relationship with an Assistant Houseparent
- Conducting a House Meeting once per week
- Monitor weekly chores and ensuring house remains “tour ready”
- Administering student medication as needed
- Co-supervising student Proctors assigned to the house
- Attending weekly Residential Life Team meeting
- Assisting the Director of Residential Life in coordinating student travel plans
- Working during ‘Snow Days’ and other weekdays when school is not in session
- Supplemental duties as required by the Director of Residential Life

**Compensation Package:**

- Annual stipend
- 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](mailto:swismer@andrewsosborne.com)