



## **Director of Residential Life**

*The mission of Marianapolis Preparatory School is to educate students in the Catholic tradition of academic excellence, with a commitment to an active faith in God and a dedication to building character with content, compassion, and integrity.*

The Director of Residential Life reports directly to the Assistant Head of School and serves as the residential community leader of the school.

### **Administration of Program:**

- Manage daily operation of the Residential Life Program:
  - Oversee the residential student experience as it relates to Marianapolis' mission and vision
    - Review, design, and implement residential policy, residential curriculum, and programs
    - Foster a positive culture across Residential Life and within residential houses/halls
  - Collaborate with the Dean of Students, School Counselor, School Nurse, and others in support of individual student needs
  - Collaborate with the International Student Advisor and others in support of the unique needs of International Students
  - Communicate regularly with boarding families in support of the student experience and the Residential Program throughout the year
  - As needed, meet with prospective students/families
  - Manage the Residential Life budget
- Manage and support residential/school events:
  - Opening of School, including travel logistics, transportation, and orientation
  - Departure from campus, including weekends and vacations
  - On-campus programming during Thanksgiving, Winter, and March vacations
  - Off-campus stays at Christmas
  - Close of academic year
  - Host family opportunities

### **Management of Personnel:**

- Create plans to support professional development goals of all residential faculty
- Supervise and evaluate all residential faculty
- Collaborate with House Heads in determining duty placement and schedules
- Oversee weekly and weekend duty schedules



**Additional Duties:**

- Teach one or more academic classes
- Serve as an Administrator on Duty within the Residential Life Program
- Serve the extracurricular program for one season
- Serve as an advisor for a group of students
- Attend all meetings directly associated with this position

**Committee Membership:**

- House Heads, Chair
- Logistics
- Internal Team
- Class Deans
- Student Support Team

**The Director of Residential Life should have:**

- Respect for student voice
- Passion for residential life as an integral part of our Catholic educational community
- Commitment to the ongoing work of Diversity, Equity, and Inclusion across the Marianapolis community
- Genuine appreciation for adolescents and their unique stage of personal development
- Familiarity with Social Emotional Learning
- Experience working in boarding school
- Excellent oral and written communication skills and use of technology
- An ability to multitask, problem solve, and take initiative
- A sense of humor
- Commitment to working collaboratively with colleagues across topic areas and tasks

For more information about Marianapolis, please visit our website at [www.marianapolis.org](http://www.marianapolis.org).

Please submit a cover letter and resume including 3 references by February 18, 2022, to:

Mrs. Adrienne Fournier

*Executive Assistant to the Head of School*

afournier@marianapolis.org

*Marianapolis reserves the right to close the search at any time.*

*At Marianapolis Preparatory School we celebrate and are committed to creating an equitable and inclusive environment for all employees. All persons shall have the opportunity to be considered for employment without regard for race, color, national origin, religion, disability, sex, gender identity or expression, sexual orientation, age, genetic information, or any other characteristic protected under law except in cases of a bona fide occupational qualification in accordance with applicable law.*