



Company Profile: Montverde Academy is a coeducational independent school that serves grades Pre-K3–12. Our boarding program serves grades 7-12 and post-graduate studies. At the heart of an MVA experience is an engaging and challenging academic environment that inspires students to achieve at the highest level. Inside and outside of the classroom, students develop their talents and abilities through involvement in fine arts, athletics, school clubs, and service organizations. Our staff members, parents and students are part of a close-knit, deeply caring community. We emphasize positive relationships that help build self-esteem and confidence in our students, where each individual feels like a valued community member. We enjoy cultural diversity unlike any other school as we attract students from around the world. With more than 75 nationalities represented by students, our international character adds an exciting global perspective to our community and the educational experience we provide.

Job Title:	Dorm Parent	Contact:	jobs@montverde.org
-------------------	-------------	-----------------	--------------------

Job Description: A Dorm Parent lives in a dorm setting and is responsible for the care, supervision, and well-being of residential students. They provide a safe, secure, nurturing and structured dormitory experience for all boarding students. Dorm Parents aid students in adjusting to, and managing independent living along with the academic, extra-curricular activities, and social aspects of the student in their care.

This description is intended to identify the essential job functions and set forth the requirements for the performance of this job. It is not to be construed as an exhaustive description of the job functions or requirements.

Essential Duties and Responsibilities:

- Ensure the safety and well-being of all students in your care
- Develop positive and respectful relationships with students living in the dorm, helping build and maintain a school culture that promotes excellence and embraces diversity
- Know the whereabouts of your students
- Hold students accountable for the guidelines and standards of the school as described in the Student Handbook
- Works to establish and maintain open lines of communication with students, parents, staff, and administrators
- Help students maintain the safety and cleanliness of their dorm rooms and common spaces with daily checks and chores

Other Duties:

- Work holidays as needed (Thanksgiving, December, Spring, and Summer Break)
- Participate in in-service training sessions for Residential Faculty
- Complete daily dorm reports
- Keep the Dean of Students fully informed of student issues
- Perform random checks after lights out
- Work collaboratively with the Infirmary staff to assist students who are ill in the dormitory after the academic day
- See that students are dressed in the proper attire before leaving the dorm at any time

Minimum Qualifications:

- Experience working with middle and high school students, ideally in a residential setting
- Ability to set clear boundaries and expectations and hold students accountable
- Caring, understanding, and patient
- Knowledge of Microsoft Teams and boarding management software, such as Orah
- Ability to communicate clearly and effectively, verbally and in writing
- Work collaboratively with other Residential Faculty and administration to create a positive and safe environment
- Positive attitude, flexible approach, and a sense of humor

Physical requirements:

- While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel and talk or hear. The employee is frequently required to reach with hands and arms. The employee is frequently required to stand; walk; climb or balance; stoop, kneel, crouch, or crawl.
- The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.
- Must be able to access and navigate each department at the Academy’s facilities.