

## **Dorm Parent Job Description**

**The paramount goals for the dorms is to be a place of Grace that fosters a home like atmosphere, and provides a safe environment for the residents, i.e. physical, emotional, spiritual and academic.**

Mountainview Christian School (MCS) provides a boarding program for students who live too far to commute to the campus. In connection to the mission statement of MCS, the boarding services are provided primarily for the children of Christian service workers serving in Indonesia, but children of other families may be admitted if approved by the school administration. All boarding students must be willing to live by the school's guidelines for behavior and standards for Christian living. Because our school is an international school, the students living in our boarding facilities may be from various cultural backgrounds. It is important that the boarding atmosphere reflect this multicultural population while at the same time ensuring that an overall Christian ethos is present.

MCS Dorm Parents are accountable directly to the Dorm Administrator. The Dorm Parents in association with the Dorm Administrator oversees the Dorm Parent Substitutes and the Backup Dorm Parent Substitutes.

Ensure that Dorm parents adequately meet the physical, spiritual, emotional, and social needs of resident students.

Additionally, they must know and apply the guidelines listed in the MCS School Handbook. MCS boarding parents will uphold the school's standards and expectations for boarding students, manage the maintenance of the boarding facility, maintain clear communications with parents of students and the school administration, and direct the Indonesian staff of cooks and cleaners.

MCS requires all staff to be available from the first day of staff meetings to the last day of staff meetings; essentially early August to late May. To provide some private time for boarding parents the Dorm Parent Substitutes and the Backup Dorm Parent Substitutes will provide supervision in the dorm according to a regular schedule. Every week dorm parents will have a day off in which Dorm Substitutes will cover the dorm from 2:30pm – 9:00pm. On these days dorm parents are off from 7.30 AM – 9.00PM. The other days dorm parents are off duty from 7.30 AM - 2.30 PM. Dorm parents also have one weekend each quarter, with Dorm Substitutes standing in for them. All other staff break times occur during the normal school breaks such as Fall break, Christmas break, Spring break, and Easter weekend. This is normally an 8 weekend stretch before each break. Boarding parents are off duty from late May until early August each year, approximately 10 weeks.

Below are some of the specific duties and responsibilities of boarding parents:

### **Accountability:**

- Accountable to the Dorm Administrator (or Superintendent in the event there isn't a Dorm Administrator).
- Accountable to the parents of the dorm students.
- Inform Dorm Administrator on student and worker issues.
- Accountable for financial running of the dorm and working within the budget.

### **Responsibility to Boarding Students:**

- Assign rooms and roommates.
- Be actively involved in tending to the spiritual needs of the dorm students. This includes:
  - Have regular devotions with the dorm students.

- Make sure dorm students regularly attend church services.
- Look after the spiritual health of dorm students by disciplining dorm students who want to be disciple.
- Be aware of homesickness, illness, allergies and other physical and/or emotional needs of the students. Provide the most appropriate response for the situation. (ie: seeing a nurse, going to the hospital, talking with the student, seeking counsel, etc.).
- Be available and present in dorm whenever dorm students are expected to be home and spend time with students as much as possible; after school, evenings, and weekends.
- Develop and assign chores and ensure that they are completed in a satisfactory manner
- Secure their spending money and keep an accurate record of deposits and withdrawals.
- Provide a well balanced diet by planning the weekly menus, including a variety of food styles for the various cultural groups in the dorm, as possible.
- Ensure that laundry is being taken care of. Assist students in learning how to properly care for their laundry and pick it up after every washing cycle.
- Supervise nightly study hall times; help students with homework as needed.
- Arrange for all students to attend a Christian church service weekly.
- Encourage the students to have their own personal devotions.
- Arrange for devotional times for the dorm as a whole (as appropriate).
- Encourage regular correspondence with parents.
- Provide discipline as needed.
- Plan weekend activities for the dorm, on and off campus.
- Encourage healthy sleep patterns of 7-9 hours per night.

#### **Responsibility for the Physical Care of the Dormitory facility:**

- Inventory equipment on a regular basis (minimum of one time per year).
- Arrange for the repair or replacement of equipment as required (i.e. linens, appliances).
- Arrange for the repair of the dorm structure/facilities either through the dorm maintenance/groundskeeper or the school physical plant coordinator.
- Check on a regular basis the cleanliness/orderliness of the dorm.
- Ensure that the kitchen is clean, properly stocked and that all equipment is working properly.
- Be sure that the supply of LPG is adequate for the needs of the dorm.
- Prepare dorm expense reports for the Superintendent.

#### **Responsibility to Parents of Boarding Students:**

- Communicate with parents on a regular basis.
- Share with them concerns and give encouragement regarding their child/children.
- Invite them to visit, when practical, or visit them as possible.
- Notify parents whenever a serious problem arises or might be anticipated.

#### **Responsibility to Boarding Staff and the School:**

- Supervise Indonesian workers within the dorm
- Prepare menus for the cooks to follow and help them with new recipes.
- Orient Dorm Parent Substitutes and the Backup Dorm Parent Substitutes to their responsibilities while covering the dorm.
- Attend Dorm parent meetings as scheduled.
- Work with the Dorm Administrator to keep report on the events occurring in your dorm.
- Cooperate with teachers; use their reports and input to help and encourage the boarding students to do the best that they can.

- Manage the boarding program budget and stay within spending limits as determined by the school budget and the Superintendent.
- Attend weekly secondary staff meetings.

**General Understanding:**

This job description may be modified by the Dorm Administrator with approval from the Superintendent as deemed necessary to maintain the integrity and function of the Dorm Program..

**Dorm Organizational Structure (2016-17)**

