



# SPRINGWOOD SCHOOL

## House Parent

**Job Title:** House Parent

**Status:** 12-month, Full-time/Exempt employee

**Date:** 2/1/2023

**Reports to:** Director of International Student Program

### School Overview

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Springwood School is a private K4-12 College and Career Preparatory, Day and International Boarding school led by Christian Leaders who are guided by the school's vision to be an academically sound, spiritually vibrant, engaged community. Our mission is preparing students to be leaders of impact by providing a quality education in a nurturing mind, body, and spirit focused environment.

### Position Summary

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House Parents are responsible for the day-to-day management and upkeep of the Springwood School International House Residence on the Springwood School campus. The House Parent acts in loco parentis for the international residential students enrolled at Springwood School. This position serves as a member of the International Staff and reports to the Director of International Student Program. House Parents may serve as point person in the absence of the Director of the International Student Program as needed to support the Springwood International Program.

### Essential Functions

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#### Oversee residential students during the school year

- Serve on a rotating daily supervising shift.
- Prepare meals.
- Monitor student study time.
- Provide transportation for students for errands, doctors' appointments and airport transfers.
- Promote a healthy community living experience for each student.
- Ensure student safety.
- Report student issues to the Director of the International Student Program.
- Plan and participate in student activities during weekends and school breaks and provide transportation support.

#### Manage the International House operations and facilities

- Embrace all responsibilities pertaining to a well-kept, seamless operation of the residence.
- Supervise International House cleanup of common areas and student rooms weekly.
- Carry out regular student room inspections.
- Practice safety drills.

- Report issues in residence to the Facilities Manager and the Director of the International Student Program.
- Supervise summer maintenance in the Springwood International House, including cleaning, laundering bedding, furniture organization, re-stocking and replacing for the upcoming school year.

### **Interpersonal Skills**

- Regularly check email and other Springwood School communications each day.
- Embrace the challenges of living in a diverse community and foster relationships with students to appreciate and respect individual differences.
- Encourage self-discipline and responsible decision-making.
- Assist in addressing issues of student safety and student discipline.
- Encourage students to “own” their behavior through constructive mediation and providing additional resources when necessary.
- Maintain positive relationships with students, families, and members of the Springwood School community.
- Be a positive mentor and teach what it means to maintain good health/hygiene and a personal living space.
- Aid students in their academic preparation by helping them develop organizational and study skills.

### **Planning Skills**

- Attend scheduled student and faculty meetings as requested.
- Assist in the creation and execution of residential staff and student orientation.
- Assist in creating policies, procedures, and best practices for the International House and document in the Springwood International Residential Life Handbook.
- Plan activities and special programming for residential students throughout the year.
- Provide a weekly calendar of events for students in the community room.
- Participate in and plan activities for breaks and holidays.
- Create the student supervision schedule.
- Assist in planning summer camps and other programs.

### **Technical Skills**

- Excellent professional, organizational, verbal, and written communication skills.
- Proficient in Microsoft Word, Excel, and Outlook.

### **Qualifications**

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#### **Education**

- A Bachelor’s Degree is preferred, from an accredited college or university.

#### **Experience**

- Previous experience working with older students preferred.
- Previous experience in a private school environment preferred.
- Experience in a residential setting a plus.

## **Key Relationships**

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### **Internal**

- Students in the International House.
- Students attending Springwood School.
- International Student Program staff
- Teachers.
- Administrators.

### **External**

- Parents.
- Springwood School community.

## **Physical Requirements**

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In compliance with ADA requirements, we will make reasonable accommodations for the known disability of an otherwise qualified applicant.

## **Additional Responsibilities**

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The statements in this job description are intended to represent the key duties, essential nature and level of work being performed. They are not intended to be all responsibilities or qualifications of the job.

All employees are expected to support the mission and vision of Springwood School, and to contribute to the overall life and culture for our students.

## **For More Information**

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For more information on this position contact Ann Hixon at [ahixon@springwoodschool.com](mailto:ahixon@springwoodschool.com).