

Carlisle School

House Parent – Auxiliary

Employer Information

Organization Name:	Carlisle School
Website:	www.carliseschool.org
Department:	Administration
Division:	Boarding House
Reports To:	Director of Residence
Job Location:	Martinsville, VA-24112
Hours/Week:	One night per week and every third weekend. Weekdays: 5:00 p.m. to 11:00 p.m.; Friday 5:00 p.m. through Sunday 6:00 p.m.
Starting Salary:	\$2,500.00 Annual starting

Benefits

- **403(b) Deferment**
- **Tuition Remission – 1 at 50%**

FLSA Status:	Exempt
Prepared By:	Barbara Waldron
Prepared Date:	July 13, 2017

Job Purpose

Auxiliary House Parent provides support to Director of Residence and other house parents. They facilitate the social, emotional, academic, and personal adjustment of students. The Auxiliary House Parent provides after-school academic support and organizes activities and is attentive to the safety and security of the students, while fostering independence. The Auxiliary House Parent enforces the rules and policies of Residence Life.

Tasks

Personal Requirements:

- Must have a passion to creatively support and assist teenagers with homework and engage them in a wide range of after-school activities
- Must possess the ability to exercise authority and maintain discipline with compassion and consistency in a close resident living situation
- Must possess maturity, leadership, strong communication and decision making skills, a collaborative nature, enthusiasm, patience, flexibility, a desire to help students of different cultures succeed, and a sense of humor
- Must have conflict management skills and the ability to help teenagers cope with difficult situations
- Must possess excellent organizational, record keeping, and time management skills (punctuality)
- Must possess a positive attitude that embraces the school mission along with the policies and procedures Carlisle School
- Exercise good use of personal judgment to protect his/her credibility in the eyes of others which is critical to his/her ability to perform the job
- Must promote a culture of respect, mutual support, accountability, tolerance, service, compassion, and social and academic excellence
- Maintain open communication with other Resident parents, assistants, and the Director of Residence
- Strong written and verbal communication skills

Responsibilities include:

- Ensure the safety of all resident students.
- Provide all meals, except school lunches.
- Keep the kitchen clean, the students should help but they must be supervised.
- Know where the students are at all times.
- No student should be left unsupervised in the house.
- No alcohol or tobacco may be used in the student's presence.
- Maintain light-out schedule 11 p.m. weeknights, and 12 p.m. on weekends.
- Maintain a family atmosphere in the house.
- Maintain an English-speaking house.
- Keep receipts of all purchases and turn them in to the Director of Residence.
- Report immediately any problems or issues to the Director of Residence.
- Do not permit visitors of the opposite sex in the house.
- Drive the bus as needed on outings and trips.
- Be available and on duty during student arrival and departing days, and if necessary, transport students to/from the airport using the boarding house bus.
- Conform to the written permissions for each child, per the parental permission forms.
- Be a good neighbor and ensure that the students do the same.
- Other duties as assigned.

*Special note regarding Thanksgiving and Spring Breaks: Boarding house parents and staff will not be responsible for any duties in the houses over Thanksgiving Break and Spring Break. During those two weeks, substitute staff will be employed.

Employment requirements:

- US Citizenship or valid US work visa
- Successful completion of a criminal background check (including the Federal Registry for Sexual Offenders)

- Valid US driver's license and clean driving record, CDL preferred
- Be 25 years of age or older in order to drive school vehicles
- Experience with teenagers preferred
- CPR and First Aid certification (will provide training)
- Evening, night, and weekend hours required on a rotating basis
- This is a live-in position

Work Content

Physical Demands

The employee is occasionally required to stand; walk; the employee is frequently required to sit.

Lifts Weight or Exerts Force Work Environment

The employee is occasionally Up to 25 pounds;

Visions

Specific vision abilities required by this job include Close vision; Peripheral vision; Depth perception; Ability to adjust focus.

Qualification

Education and Experience

Years of Experience	1
Education	Minimum of High School Diploma
Degree or Formal Training	CPR, first aid, CDL

Skills

Basic Skills

- **Active Listening**
Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- **Speaking**
Talking to others to convey information effectively.
- **Reading Comprehension**
Understanding written sentences and paragraphs in work related documents.
- **Critical Thinking**
Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- **Writing**
Communicating effectively in writing as appropriate for the needs of the audience.

Social Skills

- **Service Orientation**

Actively looking for ways to help people.

- **Social Perceptiveness**

Being aware of others' reactions and understanding why they react as they do.

- **Coordination**

Adjusting actions in relation to others' actions.

- **Negotiation**

Bringing others together and trying to reconcile differences.

Knowledge

Required

- English Language
- Customer and Personal Service
- Housekeeping

Tools

- **Cooking and cleaning**
 - Kitchen equipment

- **Signatures**

This job description approved by all levels of management:

- Director of Residence _____
- Director of HR _____
- Head of School _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

- Employee _____ Date _____