



**ST. MARGARET'S
SCHOOL**

Boarding Resident Parent

Regular Appointment

Posting # 1819072

Internal / External Posting

Today's Date February 21, 2019 | Closing Date March 7, 2019 | Effective Dates TBD (August)

Summary

St. Margaret's School is looking for caring, nurturing individuals who are passionate about empowering girls. They are willing to live on campus, in a furnished apartment within a Residence House, and be actively involved in our School community as a whole. They will attend to the well-being of our boarding students, providing a supportive, nurturing and inclusive environment.

Primary Job Objective

The Resident Parent is an integral member of the House Team, responsible for ensuring students live in a safe and stable environment, offering assistance to both students and staff during the night hours as needed. Child welfare is of primary importance to ensure the boarding experience is positive and fulfilling for students and their families. The Resident Parent provides support for students and has empathy for and the skills to deal with the usual issues teenage girls may face in an international boarding school setting.

Nature and Scope

The Resident Parent works closely with the Director of Residence Life, Residence Manager, Lead Parents, Health Care Providers, Activity Coordinator, parents and other staff members to ensure continuity of care and support for students.

Each of our four boarding houses is home to approximately 34 students, ages 12 to 18. In addition to students from Canada and the United States, St. Margaret's residence is home to students from other countries including Taiwan, Mexico, Korea, China, Hong Kong, and Japan.

Compensation Annual Stipend of \$14,933, *pro-rated and paid in 22 equal bi-weekly installments (Sept to June)*

Bonus 10% bonus, *paid in recognition that there may be occasions when the Resident Parent may be required to carry out their duties at a time when they would ordinarily be sleeping.* This bonus can also be converted into 6 paid days off during the School Year.

Residence Primary residence apartment in boarding house includes 1 (or 2) bedroom apartment, with a separate entrance, with utilities and meals provided (taxable benefit).

The Residence Houses and Dining Hall are operational from mid-August student orientation to the end of the school year and close for Christmas Break and Spring Break.

Plus Able to compete for any future assignments, up to 0.50 FTE (full-time equivalent) in other areas of the School, based on their qualifications.

This is a bargaining unit position, in the Professional Employees Association.

Duties and Responsibilities

- Be available for planning and preparation prior to the August orientation schedule
- Ensure overall student needs are met including health, social wellbeing, behaviour management, and emotional support
- Supervise evening curfew and morning wake up procedures; be available during the night in case of emergencies
- Takes specific and comprehensive care of the girls assigned to her advisor group and communicates effectively with their parents, teachers, and Student Services counselors

- Maintains professional accountability, responsibility and behaviour
- Remains flexible and undertakes any other responsibilities, in a variety of circumstances, as may reasonably be required by the Director of Residence and Residence Manager
- Establish expectations for students and model appropriate behaviour, and carry out disciplinary measures when necessary
- Maintain accurate records and ensure relevant information is distributed to the appropriate departments, working together with the Director of Residence Life and Residence Manager
- Manage and maintain the Residence house to ensure a safe, secure and clean environment by conducting regular inspections and completing duties necessary to the smooth functioning of the house
- Coordinate safety checks and oversee adherence to regulations in accordance with the School Emergency Procedures
- Maintain confidentiality of sensitive issues and materials
- Participate in school meetings, activities and events as required.

Qualifications

Required Education and Experience

- 3+ years of recent relevant experience in education or youth care settings
- Certificate, Diploma, or Degree in education or youth care related field

Required Qualifications

- Current First Aid/CPR certification
- Ability to successfully obtain Ministry of Justice criminal record check clearance
- Willingness to live on campus and be actively involved in the school community as a whole
- Strong leadership presence
- Demonstrated credibility and integrity working with students
- Understanding of the developmental stages of adolescent girls including their health and wellness needs
- Understanding of the importance of diversity in implementing an inclusive world-view
- Ability to assess daily operations and make good judgement decisions and recommendations based on the values of the school
- Excellent communication skills, both verbal and written
- Commitment to dealing effectively with conflict and managing interpersonal relationships in a timely and professional manner
- Comfortable with general computer skills
- Ability to work independently as well as collaborate in a team environment
- Is a learner and is able to model learning
- Supporter of academic initiatives and extracurricular activities for students
- Willingness to participate in on-going career training and development
- Demonstrated empathetic approach and patient demeanour
- Demonstrated positive, enthusiastic approach to learning and engagement

Desired Qualifications

- Unrestricted Class 4 BC Driver's License in good standing, or the ability to obtain within 8 weeks of hire
- Experience in a multicultural setting and/or with international students
- An additional language would be an asset

Interested candidates are invited to submit an application package, which includes a covering letter, curriculum vitae and professional references (in Word or PDF format), quoting the **Posting #1819072**, to:

Human Resources
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