Boarding House Parent

Auxiliary

Posting # 2022020

Internal/External Posting

Today’s Date: November 15th, 2021 | Closing Date: Open until filled | Effective Date: ASAP

Hours

Availability to work a variety of shifts including weekends

Salary

$22.29 - $24.64 per hour
depending on years of service at SMS

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

Summary

St. Margaret’s School is seeking dedicated and caring individuals who are passionate about empowering girls. They will attend to the well-being of our boarding students, providing a supportive, nurturing and inclusive environment.

Primary Job Objective

Boarding House Parents engage boarding students in activities both academic and personal and ensures individual needs, strengths and talents are developed. They provide support for students and have empathy for the social and emotional issues adolescents may face in a boarding school setting.

Nature and Scope

House Parents work closely and collaborates with the Director of Boarding Life, Boarding Manager, Health Care Providers, Activity Coordinator, parents and other boarding staff members to ensure continuity of care and support for students.

Each of our boarding houses is home to approximately 30 students, ages 12 to 18. St. Margaret's Boarding is home to students from many countries.

Duties and Responsibilities

- Ensure overall student needs are met including health, social wellbeing, behaviour management, and emotional support
- Supervise evening study prep
- Support the Boarding Curriculum program
- Communicates effectively with parents, teachers, and counsellors as needed
- Maintains professional accountability, responsibility and model appropriate behaviour
- Establish expectations for students and carry out disciplinary measures when necessary
- Manage and maintain the boarding 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
• Remains flexible and undertakes any other responsibilities, in a variety of circumstances, as required by the Director of Boarding Life and Boarding Manager

Qualifications

Education and Experience

• 3 + years of recent relevant education and/or experience, ideally 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
• Available to work evening and/or weekend shifts
• Understanding of the developmental stages of adolescent girls including their health and wellness needs
• Key competencies and EQ in self-awareness, self-management, empathy, imitative and accountability
• 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
• Excellent organizational skills
• Ability to work independently as well as collaborate in a team environment
• Supporter of academic initiatives and extracurricular activities for students
• Understanding of the importance of diversity in implementing an inclusive living and learning environment
• Unrestricted Class 5 Driver’s License with clean driver’s abstract
• Actively support the vision, mission and values of our school

Desired Qualifications

• Experience in a multicultural setting and/or with international students
• Fluency in a second language

Interested candidates are invited to submit an application package, which includes a covering letter, curriculum vitae and professional references, quoting the Posting #2022020 to:

Human Resources
St. Margaret’s School
1080 Lucas Avenue
Victoria, BC  V8X 3P7
Email: careers@stmarg.ca