

Residential Life Coordinator

Reporting to the Dean of Students, The Calverton School in Huntingtown, Maryland is seeking a Residential Life Coordinator for the 2024-25 school year. This individual will be responsible for developing, implementing, assessing, and modifying as necessary a dynamic student-centered boarding program for up to 16 students in grades 9-12 that aligns with Calverton's mission, values, and strategic vision. The Residential Life Coordinator is required to live in the dormitory with students.

Responsibilities and Essential Functions:

- An understanding of development issues pertaining to adolescents.
- Ability to identify students in crisis who require intervention.
- A genuine interest in other cultures and tolerance of cultural differences.
- Excellent decision-making skills.
- Willingness to enforce school policies and to take appropriate action if policies are violated.
- Provide oversight to House Parents.
- Establish the food menu, compiling the necessary information on each student to ensure food allergies are addressed.
- Track expenditures for supplies and collect receipts for all purchases in the student village.
- Coordinate with the Facilities Manager regarding repairs within the dormitory.
- Aid in student adjustment to housing and school culture.
- Provide engaging, diverse, and student-centered activities in the village.
- Compile contact and medical information on boarding students.
- Update the Student Residential Life Agreement.
- Create a caring student living community through thoughtful relationships with each student and family
- Clearance to drive the Residential bus to provide transportation for boarding students.

Qualifications:

- Must be at least 21 years of age or older and in possession of a valid driver's license.
- Current First Aid and CPR certification
- Enthusiasm for working with high school students
- Educational philosophy that aligns with the mission, values, and vision of Calverton
- An ability to contribute positively to a student-centered learning environment.

- Must pass Federal and State background check along with MSDE Employment History Review.

About The Calverton School:

The Calverton School is an independent, co-ed day school with a small residential program in which 325 students age 3 to Grade 12 partner with dedicated teachers on a beautiful 150-acre campus in Huntingtown, Maryland. Our southern Maryland location enables Calverton to attract a diverse student body from five counties to our learning community where students grow through a culture of respect, challenging yet well-rounded academics, and shared experiences. The Calverton School aims to instill in students intellectual curiosity, personal responsibility, and a strong work ethic to prepare for higher education and citizenship in a democratic and global community.

Calverton seeks growth-minded professionals who will support our educational mission and values, who are committed to supporting the whole student, and who are excited to join and contribute to a small PreK-12th grade learning community. Calverton is committed to a diverse and inclusive community and seeks applications for all positions from candidates who will contribute to an environment in which all are valued and supported.

To apply:

Interested candidates should send a cover letter, resume, and names of three professional references to: pbrooks@calvertonschool.org.