



Grade 7/8/9 Co-Coordinator & Dorm Head

General Description

Working in cooperation to fulfill the following goals and duties to provide holistic pastoral care for the students in grade 7/8/9

This job description is the Beau Reveil Dorm Head + 7/8/9 Coordinator, working primarily with the grade 7/8/9 girls. The position is approximately 40 hour per week job including the dorm head, ⅓ dorm head, and ⅔ grade 7/8/9 coordinator.

Also included (outside of the 40-hour obligation): residential duty team, faculty family, and all school meetings and events and any other special duties as determined by the Director of Residential Life and Dean of Students..

Qualifications:

- Masters degree in education
- Boarding school experience (minimum 5 years)
- International teaching experience
- Administrative experience supervising and evaluating a team

Reports to

- The Director of Residential Life
- The Dean of Students

Job Responsibilities:

To supervise, create, and participate in a full-time program that meets the needs of these youngest students who are in grades 7/8/9

- Communicate with faculty, and particularly Admissions, regarding the grade 7/8/9 program in general and regarding specific elements of the program (e.g. after-school activities, weekends)
- Provide informal supervision outside of scheduled hours to ensure that student use of areas outside of Beau Reveil and Esplanade are cared for and that group behavior is positive.
- Follow through on discipline resulting from negative behavior observed or reported in these areas
- With the DOS office and other members of the grade 7/8/9 class team, use the class meetings to build a grade 7/8/9 Community committed to respectful and responsible (and fun!) activities within a system of accountability
- To provide leadership, consistency, and cohesion to the grade 7/8/9 program as it develops at LAS
- Act as a liaison with and refer students to the Student Success Team
- Maintain an open dialogue with students and parents regarding differences between



7/8/9 program and upper school

- Meet with visiting parents and dialogue regarding the program
- Observe and document successes and failures using statistics where possible
- Synthesize and share this information with students, administration, and faculty to create positive changes in the program
- Co-class leaders of the grades 7/8/9
- Help coordinate grade 7/8/9 trips and cultural travel.
- To serve as a liaison between parents concerning individual students as well as the grade 7/8/9 program, this includes weekend travel

Coverage:

- Approximately every 5th weekend on a duty team
- Help with orientation both in the fall and spring
- During the fall orientation run nightly meetings setting up residential expectations and dorm security
- Help when possible with morning wake ups and also room inspections
- Emergency situations as they arise

Contact

Please send a CV and cover letter, along with contact details for 3 references (one of whom is the current Head of School/Principal) to employment@las.ch.

Deadline for Applications

15 December 2022