



Keystone Academy Job Description

Position: Assistant Director of Residential Life

School Section: High School

Reporting to: Director of Residential Life

Qualifications: Bachelor's degree or above

Period of Appointment: Full-time

Overview

The Assistant Director of Residential Life reports to the Director of Residential Life, who is the leader of the residential life team.

The incumbent must understand fully and support enthusiastically the stated mission, values and keystones of the Academy, in speaking, writing and action.

The Assistant Director is expected to model behavior which supports the five shared values of the Academy: Justice, Wisdom, Compassion, Honesty and Respect.

The Assistant Director will have the experience to address crisis or conflict calmly and appropriately, with good situational judgment.

Residential leadership or equivalent experience is strongly preferred.

The position carries a reduced teaching load.

Roles and Responsibilities

The Assistant Director of Residential Life is a residential life leader who supports and assists the Director of Residential Life while also coordinating key areas, as delegated by the Director.

The Assistant Director will assist the Director in serving and supporting the residential lives of students in the following ways:

Student Arrival and Orientation:

- Plan and implement the boarding orientation days and onboarding of new boarding students, in collaboration with the High School Dean of Student Life and the Head of High School.



- Organize, coordinate and supervise student arrivals, dorm check-ins and dorm expectations.

Day-to-Day Coordination of Residential Life:

- Assist with the formation and management of structured study hall, including the creation of residential life duty rosters.
- Supervise Dorm Proctors and manage their self-reflection and training.
- Ensure appropriate and efficient use of the Reach platform to ensure student safety, student passes and weekend supervision are functioning at the highest level.
- Attend, support and sometimes lead Dorm Head meetings, as delegated by the Director.
- Serve as an additional evening/weekend on-call admin. support at all times.
- Be available on weekends as needed for student recreation, entertainment, service and other activities, as well as emergencies.
- Complete evening dorm walk-throughs to gauge the “pulse” of the floors and to understand the daily needs of students, Proctors, Dorm Parents and Dorm Heads.

Design and Implementation of Residential Life Curriculum:

- Coordinate the student life curriculum and weekly dorm meeting plan.
- Assist in managing the full scope of the weekend program, including faculty duty rosters, weekend activities, coordination of buses and duty assignments.
- Contact parents as needed, including reading and responding to residential life emails on weekends.
- Ensure appropriate adults are kept informed and/or involved in student wellness issues.
- Work closely with facilities, transportation, nurses, and food services departments on all matters relating to residential life.

Restorative Justice & Disciplinary Matters:

- Address student behavioral needs which come to light during residential hours and collaborate with the HS Dean of Students to determine appropriate responses.
- Support school policy in alignment with the student handbook.
- Compile violations of residential rules from Dorm Parents, Dorm Heads and Proctors, and keeps the HS Dean of Students informed of patterns in student behavior.



Serve and Support the Unique Needs of International Students

The Assistant Director will support the Director in ensuring the full integration of international students into the Keystone residential community. The Assistant Director will support the Director to:

- Liaise with the Dean of Admissions to ensure a seamless and 'invisible' process for managing the financial needs of international students.
- Manage, enhance and grow the Host Families programme.
- Assist in developing a sustainable 'Language & Culture' Programme for international students, in consultation with the Head of High School.
- Continually monitor the needs of international students, anticipate their requirements, and act swiftly when unforeseen needs arise.
- Ensure international students are represented in student leadership structures within residential life.

Serve, Supervise and Support Residential Middle Leaders and Faculty.

- Serve, supervise and support dorm parents, dorm heads and duty teachers to ensure they meet the highest professional standards in their residential life work.
- Monitor and support the professional growth of Dorm Heads, Dorm Parents and duty teachers, according to identified needs.
- Be visible and available on evenings and weekends to support the ongoing needs of Dorm Heads, Dorm Parents and duty teachers.

Exercise Flexible, Collaborative Leadership

The Assistant Director will recognize when to consult, when to initiate, when to lead and when to collaborate. To achieve this, they will:

- Consult closely with the Director of Residential Life on all matters relating to the role.
- As delegated by the Director of Residential Life, work with the Dean of Student Life to coordinate and integrate the Advisory and Residential Life curricula.
- Actively build a strong working relationship with the Residential Life team, including the Director of Residential Life, Dorm Heads, Dorm Parents, and Residential Life office assistants.



- As approved by the Director of Residential Life, collaborate with other school leaders, wherever the Residential Life programme intersects with other departments or divisions – including the advisory programme, student behavior issues and after school academic support.

Delegated Leadership Tasks

In addition, the Assistant Director will be tasked to lead in specific areas, as directed by the Director of Residential Life and the Head of High School. These tasks will be decided based on the candidate's strengths and interests, and on the needs of the school. They may include, for example:

- The Host Families programme
- Integration of the advisory and residential life curricula
- Providing training and growth opportunities for student leaders
- Developing a 'Language & Culture programme' for international students

Interested applicants should submit a cover letter, CV and statement of educational philosophy to hr@keystoneacademy.cn. Position will be posted until filled.