



Job Title: Dean of Residential Life
Reports To: Dean of Students
Status: Salaried/Exempt, Full-Time, Benefited

SUMMARY

The Dean of Residential Life is responsible for cultivating a nurturing and safe boarding experience that supports the school's educational program and is aligned with Webb's mission and values. The residential program should enable the healthy development and achievement of boarding students and promote day student engagement in the broader life of our residential community.

RELATIONSHIPS

The Dean of Residential Life reports to the Dean of Students and supervises the Dorm Heads, BIPOC Residential Advisors, International Student Advisor and Day Student Prefect Advisor. The Dean of Residential Life works in collaboration with other residential and academic leaders to ensure Webb's educational program is cohesive and mission-aligned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The Dean of Residential Life is responsible for overseeing the residential program, including dorm life and the evening program, in keeping with Webb's mission and values, and in accordance with Webb's strategic plan and annual operating plans. Specific responsibilities include but are not limited to:

- Maintain a high profile on campus in the boarding community.
- Ensure student accountability in the dormitories and for all students in the evening program.
- Ensure adequate supervision and supports are in place in all dormitories, including regular health & wellness checks and emergency preparedness.
- Develop and implement policies and procedures for the Residential Program and keep all handbooks associated with the program up to date.
- In collaboration with the Dean of Students, Director of Wellness and dorm heads, develop and provide orientation and ongoing education for boarding students that promotes healthy habits and fosters independence.
- Ensure systems are in place to support the specific needs of boarding students, and work with the BIPOC Residential Advisors and the International Student Advisor to ensure the unique needs of these boarding communities are considered and met.
- In collaboration with the dorm heads and Dean of Campus Life, plan and staff dorm-related social events.
- In collaboration with the Director of Facilities and Dean of Students, ensure dorm facilities are clean, safe, and ready for the arrival of new students.
- Lead, meet regularly with, evaluate and support the dorm heads, the BIPOC residential advisors, and the student dorm prefects.
- Oversee the prefect leadership program.
- Oversee the Chapel Council and Sunday chapel program, and support daily chapels with the Dean of Students.
- Oversee the Community Dinner program.

- Manage the room selection process.
- Create and manage the evening supervision and community dinner rotation schedules, in collaboration with the Dean of Students and Assistant Head of Schools.
- Manage appropriate budgets for the residential program.
- Monitor residential log books.
- Assist the Dean of Students with the disciplinary process, especially as related to residential spaces and activities.
- Work with the Director of Studies, Director of Wellness and Dean of Students to support boarding students and families as part of the Student Support Team.
- Participate in the recruitment, hiring, training and supervising of residential staff.
- In collaboration with the Calendar Committee, maintain calendars for residential life activities.
- Serve as a dorm head, advise, and support the evening & weekend residential program, and/or participate in other school programs as discussed and negotiated with the Head of Schools.
- Other duties as assigned.

PROFESSIONAL QUALITIES OF WEBB FACULTY & STAFF

- Contributes to the delivery of the mission, vision, and values of the school community.
- Demonstrates inclusive and equitable practices to ensure that all members of the community feel a sense of belonging.
- Follows community policies and procedures and models positive behavior.
- Works effectively as a team member and develops professional and productive relationships with colleagues.
- Understands boundaries and embraces responsibility for the care of students *in loco parentis*.
- Promotes a trust-based community by keeping appropriate confidences.
- Manages time effectively and meets deadlines and commitments.
- Communicates and responds to all school communications in a timely manner.
- Exhibits flexibility and adaptability to change as needed.

EDUCATION, EXPERIENCE AND QUALIFICATIONS

A Bachelor's degree (Master's degree preferred) is required and at least five years of teaching and/or administrative experience is desirable. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

OTHER REQUIREMENTS

The Dean of Residential Life is required to have a valid California driver license. A criminal background check is required and must be successfully completed before employment can begin.

OTHER SKILLS

The Dean of Residential Life should be:

- Knowledgeable about teenage developmental needs
- Able to communicate effectively with students, parents, faculty, staff, and administrators.
- Effective in managing complex tasks and projects as well as problem solving.

PHYSICAL REQUIREMENTS

The physical requirements of this position are those needed to successfully fulfill the job duties and responsibilities articulated above. As prescribed by law, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

COMPENSATION PHILOSOPHY

Anticipated salary range: \$80,000-95,000 + guaranteed housing on campus

- The Webb Schools offers competitive compensation. In setting position ranges, Webb reviews numerous factors including industry data from NAIS, CAIS and NBOA and other market data.
- Webb believes a strong benefits package is important for employee stability and retention. Benefits include highly subsidized health plans, robust retirement contributions and tuition remission.
- Full-time faculty salaries are set with the expectation that on-campus housing will be provided to enable the in loco parentis work of boarding school faculty. Modest housing stipends are provided to faculty who are on the waiting list to move onto campus.
- Webb allocates substantial resources to faculty growth and professional development, including funding for advanced degrees, curriculum development, industry conferences and workshops, and other academic and pedagogical pursuits.

**This position is for the 2023-2024 academic year.
Interested candidates should send their cover letter and résumé to:**

**Michael Hoe, Director of Studies
careers@webb.org**