

## Director of Boarding and Student Life

### Job Description

Fully embracing the School Mission statement, the Director has overall responsibility for the programme and day-to-day operations of Boarding (grades eight to twelve) and works with the Directors of the K to 12 portfolios of Athletic, Leadership, Health and Wellness, and Counselling . The Director of Boarding and Student Life reports directly to the Head of School, and works collaboratively with the other members of the Senior Leadership Team to advance and encourage the learning and personal development of students as it relates to their ability to be effective leaders, role models, and members of the SMUS community.

The areas of responsibility include the following:

#### Student Relations and Community Leadership

- Fosters an environment of respect, accountability and trust, within the boarding and school communities
- Supports a positive student-centered school culture, which further enmeshes together the day and boarding student populations.
- Demonstrates an active and engaged interest in student activities.
- Liaises with Health Center and Counseling Services staff on a regular and frequent basis.
- Develops leadership and coaching skills within the boarding community.

#### Administrative and Operational Leadership

- Handles the day-to-day operations of the Boarding programme, and supports the needs of all the students and staff within the Boarding community.
- Works collaboratively as a member of various committees, including The Facilities Committee, Risk Management Committee, and The Business Solutions Committee.
- Implements school policies and procedures as written in the student and boarding handbooks.
- Ensures security and safety within the boarding and school communities.
- Manages the annual operational and capital budget.
- Oversees the boarding physical plant.
- Plays a lead role in the hiring and orientation of new boarding staff.
- Supports the production and distribution of report cards to boarding families.
- Work collaboratively with the Grade 8 Boarding Team, to oversee the Middle School boarding programme.

### Curriculum & Program Leadership

- Develops and oversees the delivery of the Boarding Curriculum.
  - Oversees K to 12 Student Life working with Assistant Directors and Program Directors
- Handles major discipline issues within boarding, in conjunction and in consultation with the respective Director of School.
- Communicates with staff through staff meetings, email notification and one on one feedback meetings.
- Ensures parents are provided communication regarding their child's experience at SMUS.
- Ensures students are provided opportunities to advocate and provide feedback on various aspects of the SMUS experience.
- Determines and implements professional development needs for the Boarding and school staff as it relates to their interactions and relationships with students and colleagues.

### Admissions Leadership

- Works with the Admissions Department to enroll Mission-appropriate boarding students and assist with the transitions into SMUS.