

EMPLOYMENT OPPORTUNITY

TITLE: Boarding Life Don
STATUS: One year contract (2019-20 School year)
DATE: March 27 - 2019

ROLE OVERVIEW:

Boarding Life Dons are key members of the Boarding Life Team who are responsible for the academic and social/emotional well-being of our boarding students. Dons are required to live on site and have day, evening and weekend supervision responsibilities on a rotational basis.

Duties include: Implementing the Boarding Life Program, which includes: Residence activities, mentoring and tutoring, health and wellness care, attendance, supervision, progressive discipline and regular timely communication with parents/guardians. Other duties include coaching or leading one co-curricular activity; the potential to teach one Ontario Ministry of Education secondary course; and opportunities for supply teaching.

RESPONSIBILITIES AND PERFORMANCE REQUIREMENTS:

- Implement our Boarding Life Program.
- Support the social/emotional and physical health of our students.
- Mentor and care for the students in their 'family'.
- Attend and participate in weekly meetings, meals and activities.
- Support the teaching and learning program through structured study groups.
- Teach/support learning skills development through structured study groups.
- Monitor and follow up with attendance.
- Perform and follow up with room checks.
- Ensure security of the building and residence.
- Implement appropriate progressive discipline and restorative action, in partnership with the Boarding Life Team, the Director of Boarding Life and the Director of Student Wellness and Support.
- Communicate regularly with students and their parents/guardians.
- General administrative tasks.
- Emergency on-call support if required.
- Organize, lead and/or supervise co-curricular activities during the day and evenings.
- Organize, lead and/or supervise weekend activities and overnight excursions.

TEACHING & LEARNING

- Provides class coverage when teachers are absent
- Is willing and able to develop understanding of education in an all-girl environment
- Will work with the school to develop authentic assessment and evaluation

- Interest in strategic differentiated learning strategies; Special Education qualifications are an asset
- Willing to successfully infuse technology in the teaching and learning program

ADDITIONAL

- Observes Trafalgar Castle School policies, procedures, practices and current legislation, in particular, the Human Rights Code
- Complies with all Health and Safety policies and procedures to ensure every reasonable precaution is taken
- Works cooperatively and constructively with other members of the staff
- Ensures the confidentiality of student, employee and Trafalgar Castle School information at all times
- Undertakes other related and/or delegated duties as assigned

KNOWLEDGE, SKILLS AND ATTRIBUTES

- An understanding of adolescent girls' learning and health and wellness needs
- An empathetic approach and patient demeanor
- A positive, enthusiastic approach to learning and engagement in all aspects of school life
- Proven leadership skills
- Demonstrated organization, time management and analytical skills
- Effective communication and interpersonal skills
- Ability to work independently, as well as part of the Boarding Life Team and School Faculty and Staff
- Strengths in coaching athletics
- Familiarity with Mac, Windows, and iPad computing, the Google Apps for Education suite, and Learning Management Systems

EDUCATION AND EXPERIENCE

- Successful completion of a university degree or college diploma
- Bachelor of Education, Bachelor of Social Work or Child and Youth Worker diploma is preferred
- First Aid/CPR qualification is an asset
- Lifeguard (NLS) qualification is an asset
- Previous experience working with adolescents and/or living/working in a residence environment is an asset
- Experience in the non-profit sector is an asset

Interested candidates should submit a resume and cover letter by April 10, 2019 to:

Peggy Watt
Human Resources Manager
careers@trafalgarcastle.ca