

# The King's Academy

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## Faith - Family - Future

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### Director of Residence Life

#### POSITION DESCRIPTION

The Director of Residence Life reports directly to the Business Administrator and serves on the leadership team. The Director of Residence Life manages, promotes, and maintains the school's residence life program by developing and applying a long-term strategy, and implementing the supervision of students who live on campus. Supervision of students who live on campus includes the areas of social, emotional, spiritual, physical, and academic health and safety.

#### POSITION RESPONSIBILITIES

- Work with the Business Administrator, President, and the leadership team, develop and maintain policies and procedures for the residence life department.
- Hire and train qualified staff to supervise students during operation hours.
- Ensure that all dormitories are appropriately staffed with trained personnel to ensure appropriate supervision.
- Coordinate medical appointments, sick visits, etc. for residence life students.
- Serve as liaison between the school and all residence life families and teachers to ensure effective communication.
- Work cooperatively with members of administration (Food Services, Housekeeping, Guidance, etc.) to ensure that all physical needs of students are adequately met.
- Organize and execute social activities, trips, etc. for residence life students.
- Live on campus (accommodations provided free of charge) to be available for residence life students and staff.

#### QUALIFICATIONS

- Exceptional interpersonal and communication skills
- Excellent written communication skills
- Strong ability to lead a spirit of collaboration among faculty
- Excellent project management and decision-making skills
- Bachelor's degree and equivalent experience in a related field required

#### SCHEDULE

The Director of Residence Life will work on a 12-month contract and will be required to reside on campus. Off days and hours will be clearly delineated and time away from campus is appropriate and expected.

#### COMPENSATION

A competitive salary, dependent upon qualifications, will be offered along with other benefits.

Interested parties are to contact Lee Smith at [lsmith@thekingsacademy.net](mailto:lsmith@thekingsacademy.net)

**The King's Academy**  
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