



*Oregon Episcopal School prepares students for higher education and lifelong learning by inspiring intellectual, physical, social, emotional, artistic, and spiritual growth so that they may realize their power for good as citizens of local and world communities.*

Oregon Episcopal School occupies a wooded 59 acre campus where 870 students in Pre-K through 12th Grade share an excellent faculty, an inquiry based curriculum, and a strong sense of community. The School values employees who seek to continually develop the [OES Essential Competencies](#) in themselves and others and are prepared to engage in a vibrant, culturally diverse learning community.

**JOB TITLE:** Adjunct Dorm Parent – Open to current, exempt OES employees only

OES is seeking a responsible, engaged educator to join its Residential Life program staff as an adjunct dorm parent. The program hosts approximately 60 students from around the world. Adjunct dorm parents, in collaboration with the on-campus dorm parents and the director of residential Life, play a central role in the lives of boarding students. This assignment is paired with a teaching position or exempt staff position and is best suited to those prepared to participate fully in the life of the school. Key determinants of success are flexibility, an open, nurturing character, and an appreciation for high school aged students from a variety of backgrounds. This position reports directly to the director of residential Life.

**ESSENTIAL DUTIES:**

- Meet and collaborate as necessary with dorm parents and director to coordinate program and support students.
- Be on campus duty as necessary to support the needs of students and program as determined by the director in consultation with the House Head; one weekend a month (12 hours TBD over two days), and scheduled hours during the week after the school day (6 hours TBD).
- Be present, available, and accessible to dorm students when on duty.
- Attend the annual Dorm Parent Training Retreat in August.
- Attend the annual Prefect training before school begins and be on duty as needed during the opening of the dorms.
- Attend the annual Dorm Community Retreat.
- Attend weekly staff and community meetings, and family dinner.
- Understand and enforce dorm rules and expectations.
- Participate in all-dorm activities and special events as needed.
- Support student prefects in their work as leaders
- Attend meals when on duty, and other meals during the week (breakfast or dinner) to engage with the community and build relationships with students.
- Support occasional transportation requests, especially during opening and closing of dorms.

**MINIMUM QUALIFICATIONS:**

- BA/BS or equivalent in education or other relevant field
- Two years' of teaching, coaching, mentoring or other relevant experience working with students
- Digital literacy; intermediate to advanced MS Office suite, Google Docs/Drive and other web based applications, as appropriate to job duties, ability to adapt as digital tools evolve and change

- Ability and willingness to participate fully in student activities
- Experience working in a residential life program
- Valid driver's license and own transportation
- Ability to pass a criminal background check and drug screen

**PREFERRED QUALIFICATIONS:**

- Five or more years' teaching and/or coaching experience
- Two or more years' experience working in a residential life program

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Intercultural competency, ability to interact appropriately with individuals of diverse backgrounds
- Interpersonal skills, ability to maintain collegial relationships with colleagues
- Emotional intelligence, ability to offer guidance and comfort to students far from home
- Organizational skills, ability to balance the demands of teaching and dorm parenting

**PHYSICAL REQUIREMENTS:**

- Ability to lift up to 20 lbs. on occasional basis
- Mobility sufficient to move about the campus
- Ability to drive students safely
- Ability to see, hear, and speak as to communicate clearly with students and coworkers

**COMPENSATION:** Adjunct dorm parents receive a stipend of \$10,000.

**APPLICATION PROCESS:** Interested candidates should forward a resume and letter of interest to Director of Residential Life Sarah Grenert-Funk at [grenertfunks@oes.edu](mailto:grenertfunks@oes.edu). Open until filled.

Oregon Episcopal School does not discriminate in its hiring or employment practices on the basis of race, color, religion, gender (including gender identity or expression), disability, national or ethnic origin, age, sexual orientation, marital status, genetic information, or other legally protected characteristic or status.