

## Xi'an Liangjiatan International School Job Description

<b>Position:</b> Dormitory Officer
<b>Department:</b> Student Wellbeing and Dormitory
<b>Supervisor:</b> Director of Student Wellbeing and Dormitory

### **XLIS Mission**

XLIS provides a non-profit education focusing on enabling students to be confident, open-minded global citizens through life-long learning and a sense of community.

### **XLIS Vision**

To lead education through innovation and a student-centered, community-driven approach.

### **Standard Working Hours:**

- Evening duty: 3:00 PM – 10 PM (7 hrs), Sunday to Thursday
- Morning duty: 7:00 AM – 8 AM (1 hr), Monday to Friday
- Plus 2 weekends of on-call duty each month.

### **Weekend Duty Rotation (every other weekend):**

#### **1. On-call (non-active):**

24-hour work phone coverage on Saturday and Sunday; respond only to emergencies (e.g., illness, meal issues).

#### **2. Active duty:**

- Saturday: 10:00 AM–2:00 PM (4 hrs), ensure breakfast and lunch are served on time; may include shopping trips for 7-day boarding students.
- Sunday: 5:00 PM–10:00 PM (5 hrs), ensure students return to the dormitory on time, supervise dinner, and conduct lights-out procedure.

### **Main Responsibilities:**

#### **1. Program Planning and Development**

- Follows all integrity guidelines and procedures. Updates policies to improve the program.
- Maintains a safe and clean dormitory environment.
- Ensures the physical security of the dorm area and reports concerns to Dormitory Director of the program.
- Contacts health center for support in the event of a student being ill.
- Maintains appropriate personal attendance, accountability, and work productivity standards.
- Provides high-quality supervision and management for the student population and positively influences student behavior.

- Pursues improvement in operations to fulfill program objectives.
- Conducts weekly room inspections.
- Will implement Student Advocate Leadership Program along with the Dormitory Director.
- Will update the Dormitory Handbook along with the Dormitory Director to meet and maintain WASC standards and improve the resident experience at XLIS dormitory.
- Will up-date the after-school activities and support program along with the Dormitory Director.
- Communicate with homeroom advisors and school counselors about students of concern to design support programs.
- Communicates with parents of resident students often to ensure fruitful collaboration and support (ATL Reports)
- Design surveys to collect data meant to improve the dormitory program, monitor growth, and meet WASC standards.
- Organize, schedule and actively support the Dormitory Challenge initiative.

## **2. Staff Management**

- Recruit experienced and professional internal XLIS volunteers to support the Dormitory After-school Program and the Dormitory Challenge along with the Dormitory Director and provide all necessary training.
- Provide Child Protection training to all the dormitory resident staff at the start of each year as well as any new teachers who join throughout the year. Keep a record of all dormitory associates who sign the XLIS Code of Conduct.
- Report any concerns regarding the dormitory support staff to the Dormitory Director.

## **3. Budgeting, Purchases, and Finance**

- Manage Dormitory budget planning and its use.
- Conduct all relevant Dormitory accounting.
- Conduct all purchasing related to Dormitory materials, prizes, and events.
- Create a financial report for the Dormitory program detailing all expenses, salary payments, and investments.

## **4. Events**

- Organize and implement weekly dormitory meetings for students along with the Dormitory Director.
- Schedule 2 social and emotional workshops along with the Dormitory Director and the school's Counselor per semester.

- Organize two parent and student dormitory tours per semester and upon request.
- Assist the Dormitory Director with other relevant events.
- Supports the student exchange program, scholarship program and potential school event related dormitory service.

#### **5. Parent and Student Satisfaction**

- Respond promptly to all parent inquiries, communications, and complaints along with the Dormitory Director.
- Design and conduct 2 student and parent satisfaction surveys per semester (at start and end of program)
- Gather and process data from surveys to ensure the program's growth and improvement.
- Relay all relevant parent feedback from the Dormitory Director.
- Share dormitory data with school leaders upon request.

#### **6. Other Responsibilities**

- Provide language support and fulfill secretarial duties to other administrative departments when needed.
- Provide event support not only to Dormitory relevant events but also to whole-school events.
- Carry out any other duties as may reasonably be required by the school senior leadership team.

#### **7. Professionalism**

- Familiar with the school's policies and procedures related to teaching and learning, child protection and safety, and asset management.
- Adhere to the school's code of ethics and professional standards.
- Is responsible to seek professional development opportunities to promote self-growth.
- Clear communication and collaboration with colleagues, including students, teachers, and administrators, to ensure the efficiency of the Dormitory Program.
- Display a nurturing sensitivity to cultural differences and the ability to adapt to diverse working environments, which may involve students from different nationalities and backgrounds.
- Establish trust and possess honest work ethics and is transparent in all communications while working for and in the best interest of the Dormitory, the school, and its community.
- Manage time effectively, prioritize tasks, and deliver quality work within deadlines.

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## **8. Skills and Abilities Required**

- Basic computer and graphic design skills, accurate data processing
- Good communication and interpersonal skills
- Good customer service skills
- Ability to follow instructions and set priorities.
- Ability to respond to crisis or accidents on time and professionally.
- Ability to work as part of a team.
- Ability to follow the school's code of ethics.