



New Mexico's Public High School for the Arts

## Job Description – Residential Director

### Organization Mission

NMSA provides access to a rigorous mastery arts and academic high school education for youth with passion and aptitude in the arts, leading to post-secondary learning, careers in the arts, and lives that contribute to society.

### Statement of Purpose

New Mexico School for the Arts (NMSA) Residential Program provides students living approximately 65 miles outside of Santa Fe with the opportunity to attend NMSA.

### Job Type

Full Time - Exempt

This is a eleven month per year position

### Anticipated Start Date

Late July 2023

### Job Overview

- The Residential Director is responsible for the operation of NMSA's residential hall, which houses between 25 and 35 students.
- In the coming years, the residential program will move into a permanent facility being constructed at the school campus. Eventually, the program will grow to a seven-day-a-week program for 60 students from throughout New Mexico. The Residential Director will assist with the growth and development of that plan.
- This position requires the Residential Director to reside in their assigned on-campus apartment throughout the term of their appointment.
- The Residential Director is charged with shaping the environment and experiences of residential students by providing services and programs focused on student safety and wellness, shared responsibilities for communal living, and student success in school programs.
- This position reports to the Head of School.

### Preferred Qualifications

- Bachelor's degree (ideally in Student Affairs, Education, Counseling, or a related field).
- Excellent interpersonal skills including the ability to relate effectively with a diverse workforce, ability to establish and maintain positive effective working relationships, commitment to team success, and superior communication skills (oral and written) and active listening skills.

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- Ability to work independently, effectively managing routine work and assigned projects (balancing multiple priorities, completing administrative tasks, and meeting deadlines), reporting workplace concerns to the Head of School, and engaging in solution-focused practices.
- Demonstrated commitment to diversity, equity, and inclusion; experience working with diverse populations.
- Demonstrated knowledge of residential life, living, leadership development, and program development.
- Well organized administrative skills and computer proficiency required.
- Two years of previous residential life experience and/or experience working with high school students.
- Experience supervising staff.
- Experience supervising youth and providing behavior support; responding to disciplinary matters.
- Successful candidate must pass employer reference checks and criminal history check
- Valid driver's license

### Full Job Description

- Lead in managing operational functions for residential halls such as key distribution and collection, damage assessment, reporting, maintenance requests, and hall openings and closings; conduct room checks, reporting and following up on housekeeping, maintenance, and other requests.
- Oversee dorm room assignments and coordinate and collection of supporting documents.
- Respond to all inquiries, and concerns from students, staff, and families related to the residential halls.
- Manage student discipline.
- Interview, select, train, supervise, and evaluate 2-3 residential assistants and 1-3 possible substitutes and manage their work schedules.
- Provide leadership in creating a community that supports students of underrepresented and diverse populations.
- Provide crisis management support and intervention, which may be required on weekends, at night, etc.
- Maintain confidentiality for sensitive and FERPA protected information.
- Maintain effective working relationships with NMSA faculty, facility managers, housekeeping staff, and physical facilities employees as well as food service and transportation providers and other offices.
- Responsible for preparing purchase orders and monitoring a budget for dorm expenses.
- Responsible for weekly communication to families and oversee weekly staff meetings to communicate upcoming events, discuss community concerns, and facilitate professional development experiences.
- Conduct weekly or bi-weekly one-one-one meetings with staff members.
- Notify the Head of School and Principal when serious issues arise.
- Use discretion and common sense when communicating with students.
- Act as a positive role model at all times.
- Work with Admissions to provide support with tours, information sessions, and dorm applications.

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- Perform other duties as assigned and necessary.

Smoke Free Campus Statement

All campuses of NMSA are smoke- and tobacco-free.

*This position description indicates the general nature and level of work expected of incumbent. It is not intended to be a comprehensive listing of all activities, duties, and responsibilities required of incumbent. This position description is designed to illustrate the minimum requirements of the job. The performance appraisal for this position will evaluate the incumbent's ability to meet or exceed the minimum requirements of the job. Finalized and approved job descriptions for all positions in the New Mexico School for the Arts will be housed in the Business Office and are updated periodically. Copies are available on request.*

I have reviewed this job description and agree it is an accurate representation of the responsibilities of my job. I understand that as an organization's needs change, my job description will change.

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

I have reviewed this job description and agree that it is an accurate representation of responsibilities performed in this job.

Supervisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*Revised 04/21/2023*