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**Phillips Academy Summer Session House Counselor Job Description**

**About the Program**

 One of the nation’s premier boarding schools, Phillips Academy’s Summer Session challenges students in an innovative five-week program, conducted on its picturesque campus just 21 miles north of Boston. More than 60 courses are offered, ranging from computer science to marine biology, from ethics and philosophy to economics. Summer Session students bring the world into the classroom by virtue of their enormous diversity of geographic origin, religion, ethnicity, and socioeconomic background. With strong academic records and a serious desire to spend the summer in a residential community, our students enjoy challenging themselves and one another through disciplined study.

**About the Role**

Summer house counselors live in dorms, and work to ensure that students are safe, supported, well-known, and have fun. The tasks below represent an attempt to characterize the basic commitments of a house counselor, but inevitably do not capture the multifaceted nature of the role.

**Responsibilities and Duties**

Pre-Summer

* Become familiar with all materials sent in advance for your review
* Complete required pre-employment activities including HR paperwork, background checks/fingerprinting, and completion of online trainings.
* Attend faculty orientation
* Conduct a dorm readiness review of all spaces in the dorm, including common areas and dorm rooms. Ensure appropriate number of beds, dressers, desks, chairs, pillows, and linens based on dorm roster.
* Decorate the dorm to make it a welcoming space for the students who will be living there. Make name signs for all rooms, decorate common areas, and post all relevant summer materials.
* Develop a HC duty calendar and access dorm logs
* Review the student information and files available in Cooley House for the students in your dorm.

During Summer

* **1st Week:**
	+ Be visible and present in the dorm on the first day and ready to engage early arrivals.
	+ Welcome students and families on registration day and gather important contact information (cell phone numbers, email addresses)
	+ Communicate with families of your advisees to introduce yourself, share contact information, and reassure families that their students are in good hands.
	+ Coordinate dorm activities & events to support building community and address potential issues of homesickness.
	+ Run a dorm meeting on registration night and the following night. Ensure students have logged into their Andover email accounts.
	+ Ensure announced and unannounced fire drills take place and the paperwork is submitted within 24 hours.
	+ Recommended:
		- Gather before meals on the first day (and perhaps into the first week) as a dorm and walk over together, so students have people to eat with on the first day
		- Delegate birthday celebration to a team of students in the dorm to be in charge of celebrating
		- Have activities available at the 9:30 sign-in (board games, card games, movies, etc.)
		- Create dorm competitions against nearby dorms
		- Take dorm photos/Instagram posts
		- Organize afternoon activities (walking down to town, making an art project, visiting the Sanctuary, going to the Addison, etc.) for those interested in participating
* **Weekly:**
	+ Meet as a HC team to share information on students and their progress, address any concerns, and coordinate responses.
	+ Hold a dorm munch to convey important information and check in on students’ progress. Use the meeting agendas provided by deans for guidance.
	+ Check in on students’ progress individually. Share concerns with HC team and deans/teachers, as necessary.
	+ Approve and document day and overnight excuses for students.
* **When “on duty” – primary or secondary**
	+ Be a visible presence in the dorm and at all meals and events (consider inviting students to attend as a group with you)
	+ Be accessible to students during the day and evening hours, and be present in the dorm overnight.
	+ Issue “Green Sheets” to deans (via interns) if necessary to report student issues
	+ Be a visible and accessible presence in the dorm from 7:15pm on; actively interact with students during this time or be stationed in the common room. Be available until 10:30pm.
	+ Confirm that all students have signed out to a place of study and signed in by 9:30pm (Sunday-Friday) or 11:00pm (Saturdays). Report any missing students to the deans immediately after attempting to make contact.
	+ Complete online dorm log
	+ Assign any consequences to students (as needed) and ensure these are communicated to other House Counselors via dorm logs.
	+ Ensure students who have been assigned restrictions, study halls, or centers understand and are abiding by these expectations.
* **Ongoing**:
	+ Establish a positive dorm culture.
	+ Communicate important information to students regarding schedules, upcoming events, announcements, etc. via postings, emails, and in-person check-ins.
	+ Build relationships with students through regular check-ins, being visible and available in the dorms, participating in informal gatherings, etc.
	+ Take an active and evident interest in the overall well-being of students in your dorm. Become familiar with their strengths and needs, both academic and emotional, and advise them accordingly.
	+ Communicate with families (including a progress-check email during week #3)
	+ Celebrate students’ birthdays
	+ Know and enforce the rules and standards of the Summer Session.
	+ Solve student issues and address concerns as they arise. Handle in-house if appropriate, or escalate to deans if necessary.
	+ Chaperone at least one on-campus event and one off-campus trip over the course of the summer.
	+ Act as an evening library proctor at least once over the course of the summer.
	+ Participate in faculty meetings.
* **Mid-Summer**
	+ Review the Instructor reports and grades submitted by teachers
	+ Schedule and hold check-in meetings with each student
	+ Contact families (using email templates) to keep them apprised of students’ progress
* **End-of-Summer**
	+ Write House Counselor Reports for each advisee according to direction provided
	+ Prepare students for departure (check dorm rooms for cleanliness, gather keys to be returned to Cooley House, ensure students are aware of travel plans and prepared for departure)
	+ Return room keys.
	+ Report any damages (i.e. broken screens, missing trash can, etc.)
	+ Provide feedback to Director via survey and reflection session.

**Ideal Candidate Profile**

* Undergraduate degree required, master’s degree or Teaching Certificate preferred.
* Experience teaching grades 7-8 or 9-12
* Experience living in a residential setting with students
* Demonstrated experience and success in collaborative environment
* Flexibility and adaptability in a fast-paced, dynamic environment requiring both the ability to take direction and the readiness to problem-solve
* Appreciation of the mission and culture of independent, residential, college-preparatory schools.
* Exceptional communication skills (speaking and writing)
* Exceptional interpersonal skills

***\*Please note that duties and responsibilities may shift depending on public health guidance, updated program offerings, or Andover Summer policies. The description above reflects the role as it stood in 2019.***

**How to Apply**

In order to apply for this position, please visit our website at: <https://andover.csod.com/ats/careersite/search.aspx?site=1&c=andover>. Salary commensurate with experience.

*Phillips Academy is an equal opportunity employer.  Any offers of employment will be contingent upon successful CORI/SORI and fingerprinting background checks, as well as authorization to work in the United States. All summer faculty members are at will employees.*