

Dormitory Parents – Position Description

Requirements

Essential

- Married couple
- 30+ years of age
- Engagement with, and deep understanding of, the ethos and principles of the Baha'i Faith
- Proven track-record of community service
- Active in youth development
- High proficiency of spoken and written English (not necessarily a native speaker)
- Highly developed interpersonal skills
- Good health and energetic

Desirable

- Have raised and educated children
- Previously worked with teenagers
- Completed courses of the Ruhi Institute

Role Description

The most important expectation is that every member of staff supports the Vision and Culture of Townshend, striving to be examples of honour, respect, responsibility, leadership and commitment - and should encourage their students likewise.

The Dormitory Parents' primary duties are to oversee the daily operation and proper functioning of the Dormitory in order to provide a healthy, loving, sound environment for residential students. They are responsible for upholding and applying all residential guidelines and rules.

Dormitory Parents carry out duties in relation to;

- Welcoming students back from school, sign-outs, student duties and rosters, evening prayers
- Room checks, dormitory study, attendance/dress code checks, "on call" duties, evening patrol

- Health care, supervising meals
- Weekend programs, service projects, special projects
- 'Deepening' study groups on themes, Dormitory consultation, student meetings, Dormitory Parent meetings
- Dormitory administration, student reports, communication with parents, Youth Volunteer (YOS – Year of Service) supervision and mentorship
- Becoming thoroughly acquainted with school handbooks and policies available on the Intranet.

Conditions

Accommodation

Accommodation is provided in a furnished dormitory parents' 2-bedroom apartment on campus. All utilities - rent, energy and water charges, plus internet, are included.

Meals

All meals - Breakfast, Lunch, Dinner and snacks, are provided to Dormitory Parents and their children, except for vacation times. Meals are prepared by the school kitchen, and include vegetarian and non-vegetarian choices.

Holidays

- Holiday periods are marked on the school calendar.
<http://townshend.cz/academics/calendar/>
- Salaries are fully paid over all holiday periods.
- Dormitory parents are welcome to remain in their apartment over the holidays.

- All dormitory staff are required to be present on campus two days before school begins, two days after school session ends, and during in-service training programs.

Tuition Fees for Children

To facilitate the re-location and stay of foreign staff members, sponsorships may be provided towards Tuition Fees payable for their children studying at the school. In these cases only the Tuition Fees are sponsored, all other charges are payable by the staff member. e.g. Items not included in Tuition Fees include books, optional field trips and excursions, uniforms, visa charges, etc.

Please refer to the detailed Fee Schedule that can be downloaded from the web page <http://townshend.cz/admissions/fee-schedule/>

Contract and Remuneration

- An employment contract of 3 years, with a 1-year probationary clause is standard. The option exists for prolongation of a contract after the completion of 3 years.
- Salaries are commensurate with local wages in the Czech Republic and dependent on experience and qualifications.
- Holiday periods are fully paid.
- Local health insurance is included as part of remuneration.
- Contributions to Social Security are included in the remuneration.
- A modest travel/relocation allowance at the start and end of contracts is available for international applicants.

Absence

- Absences during normal term times are limited to very special cases, such as marriage, important birthdays (such as the 50th) or bereavement in the closer family, conferences or workshops needed for professional development.
- Planned absences of 2 or more days require the approval of the Residential Director or Coordinator, and are applied for at the beginning of

the semester. Absences of one day or part thereof must be requested at least a fortnight in advance.

Visas

- Staff recruited from outside the European Union are responsible for all costs associated with providing the appropriate documentation for a Work Permit and Visa application.
- The school will bear costs for the applications themselves, and subsequent prolongations.
- Any fines or special visas are the responsibility of the employee.
