



RUAMRUDEE INTERNATIONAL SCHOOL
6 RAMKAMHAENG 184, MINBURI
BANGKOK 10510, THAILAND
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VACANCY ANNOUNCEMENT

POSITION

Residence House Parent

STARTING DATE

SY 2025-2026

GENERAL DESCRIPTION

The Residence House Parent reports to the Head of House. The applicant is responsible for upholding the school's mission and philosophy and fostering collaboration between each residence and any related departments. The goal of all residence staff is to support the academic and personal success of our residential students by creating a strong, dynamic, and healthy community grounded in academic excellence and our core values.

Our residence program provides students with the support and supervision they need to thrive as they learn about themselves, their relationships with others, and their responsibilities as members of the RIS community.

RIS is committed to child safeguarding and expects all staff and volunteers to share this commitment by proactively upholding our code of conduct.

RESPONSIBILITIES & DUTIES

The primary objective of this position is to assist in planning, coordinating, and implementing the goals of the residential life program so that our community of students derives maximum benefit from their experience at RIS.

The Residence House Parent performs the following duties:

- Works collaboratively in developing an atmosphere that builds a community for the intellectual, ethical, psychological, and physical development of boarding students in accordance with the Mission and Core Values of Ruamrudee International School
- Participates in the selection and development of staff competencies through goal setting and reflective practices and oversees adherence to residence policies
- Monitors and observes student progress through PowerSchool, study hall & daily interactions to support students' academic, social, and emotional development
- Assists with developing and implementing the residential program through planned activities and logistics related to boarding students
- Report any major or minor discipline issues, health issues, and other student concerns to the Head of House
- Works closely with the Head of House to ensure that any child safeguarding issues are reported in a timely manner
- Report any facilities or cleaning needs to the appropriate department in a timely manner

	<ul style="list-style-type: none"> • Ensures that all boarding students are familiar with the code of conduct outlined in the Student Handbook and enforces the rules and policies pertaining to borders outlined in the Handbook • Supports students in extracurricular activities as needed • Gathers information regarding international student travel and supports logistics on arrival and departure days as needed • Clearly understands and upholds the procedures and protocols provided for all boarding students' well-being • Hours for all staff, including the coordinator, are weekday evenings and weekends. Duties and responsibilities may be modified from time to time, and additional duties may be assigned
QUALIFICATIONS & REQUIREMENTS	<p>Education and experience</p> <ul style="list-style-type: none"> • A bachelor's degree in an appropriate educational field is required • A demonstrated ability to work within a collaborative management context • Prior experience with international students and their families • A passion for education as well as the professionalism, energy, and commitment necessary to achieve the responsibilities of this position • A focus on and interest in the crucial boarding school experiences that take place outside the classroom <p>Skills/Knowledge/ Abilities:</p> <ul style="list-style-type: none"> • Native speaker of English with strong oral and written communication skills • Chinese language is an asset • Confident, amicable, engaging, outgoing, and adventurous personality • Self-starter with a strong work ethic • Flexible and accepting of change • Able to multitask • Proficient use of technology • Serve as a welcoming and reassuring presence for RIS boarding students and their families. • First Aid (can be trained on-site) <p>Night shifts and weekend shifts will be required. Length of Contract: 1 year (renewable)</p>
CONTACT	jamesom@rism.ac.th