



The Putney School

## Old Girls Dorm Head

The Putney School is a progressive, co-educational boarding and day school for grades 9-12 with ~230 students located in Putney, Vermont. The school's educational philosophy and core values are summarized in our nine [Fundamental Beliefs](#) which guide the work we do. The Putney School believes that each employee makes a significant contribution to its success. That contribution should not be limited by the assigned responsibilities. Therefore, this position description is designed to outline primary duties, qualifications, and job scope, but not limit the incumbent nor the organization to just the work identified. It is our expectation that each employee will offer their services wherever and whenever necessary to ensure the success of our endeavors and will have the wellbeing of the school as a whole in mind at all times. Building a just and inclusive community is a shared responsibility, and Putney supports all its employees in developing this critical skill set.

### **Position Summary:**

Putney is looking for a responsible adult who is interested in and experienced with working with teenagers, who has strong emotional intelligence, is committed to ongoing DEI work at the personal and community level, and who can create a dorm environment that is inclusive of students of all identities. On a practical level, the position is part of a team of four adults: one dorm head who lives in another apartment in the dorm, and two non-residential dorm team members. The apartment is nice but small, and while individuals with partners have lived there successfully, some have said it's challenging for more than one person. On the other hand, pets are fine.

Dorm heads are "on duty" every third weekend and 1-2 nights a week, with off-duty weekdays/weekends free (but an expectation that the person sleeps in the dorm most nights). It's a critical position, as regardless of their role, every adult on our campus is a teacher, and has the opportunity and responsibility to educate, influence and support our students in meaningful ways—and especially in their residential "home" space.

Compensation includes free room and board and a small stipend. Interested candidates should send a letter of interest to Karen Guttentag at [kguttentag@putneyschool.org](mailto:kguttentag@putneyschool.org).