



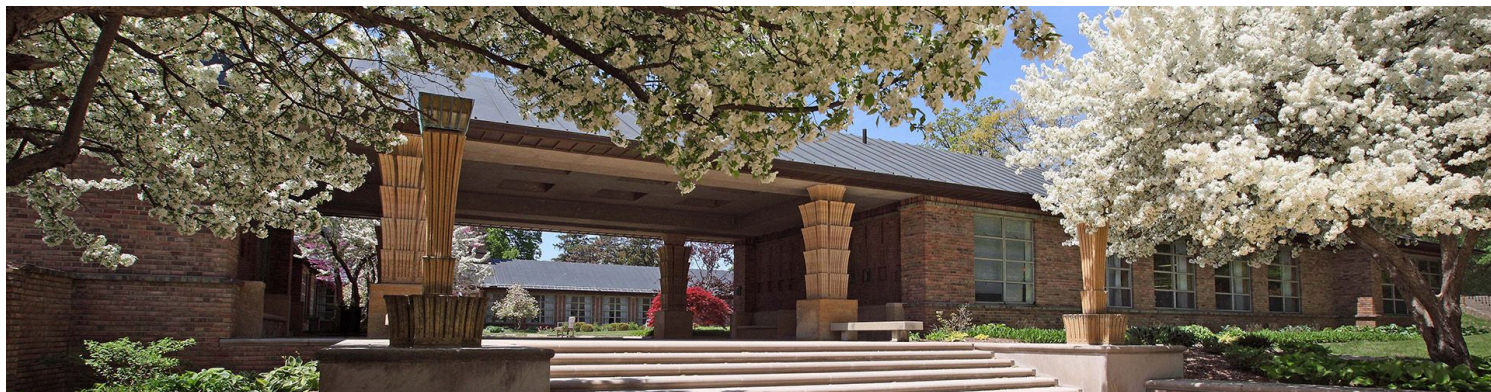
**Director of Residential Life  
Cranbrook Schools – Bloomfield Hills, MI**

**July 2025**

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**SUMMARY**

The Director of Residential Life (DRL) is a senior-level administrative role at Cranbrook Schools, reporting directly to the Director of Schools with a dotted line to the Head of Cranbrook Kingswood Upper School. The DRL sits on the All-Schools Administrative Team, consults regularly with the Upper School Leadership Team, and resides on campus. The professional serving in this role is responsible for establishing a vision and direction for the residential program at Cranbrook's Upper School, which includes: oversight of the Cranbrook (boys) and Kingswood (girls) residence halls as both living and learning spaces; development of student-facing programming (both on-campus and off-campus) that enriches the lives of residential students; hiring and ongoing professional development of both in-dormitory House Advisors and faculty/staff who live on campus and serve the residential student population; partnering with Cranbrook's Director of Wellness, Upper School Deans, counselors, nurses, and learning specialists to develop care plans for individual students and for the residential student population at large; evaluating and reevaluating systems and structures associated with the residential program and benchmarking them against established best practices; in partnership with the admissions office, serving as the chief spokesperson for the residential program with prospective and current families; and working with members of the All-School Administrative Team and Upper School Leadership Team to ensure consistency and coordination of residential programming so that it continues to meet the diverse needs of our boarding population. The ideal candidate will be an individual committed to making an affirming impact on the lives of adolescents, someone who is enthusiastic about leading a dedicated staff in creating a robust, inclusive, and enjoyable residential life experience for all.



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**ESSENTIAL DUTIES AND RESPONSIBILITIES include the following.**  
**Other duties may be assigned.**

**A. Adult Leadership and Supervision**

- Foster a positive and collaborative work environment within the residential program.
- Recruit, train, supervise, and evaluate residential faculty and staff, and provide ongoing professional development opportunities for all team members, including the work of two senior administrative assistants (dorm office managers), one on each campus.
- Work with the Assistant Director of Schools and the Upper School Dean of Faculty to review all hires and/or faculty appointments that will include residential program duties and expectations.
- Provide leadership, supervision, direction, and collaborative support to the Head House Adviser (HHA) and House Advisors (HAs) in the development and implementation of policy, the setting of tone, and the creation a sense of community among the boarding population and residential faculty.
- Meet weekly with HHA to review the performance of the residential program, set agendas for weekly HA meetings, establish calendars of special events, and coordinate internal and external communications.
- Coordinate with HHA in the making of rotation team assignments for residential faculty, RA/RHC selection, and roommate assignments in the spring and throughout the summer.
- Maintain a consistent presence in both residential dormitories in the evenings by working “alternate hours” throughout the week that supports the ability to connect and transition residential students from the day to the evening program. This could include, as an example: two days 10:00 AM-6:00 PM and three days of 3:00 PM-11:00 PM, Monday-Friday.
- Evaluate existing protocols and structures for the Administrator on Duty schedule and structure. Collaborate with the Director of Schools, Head of Upper School, and others in senior leadership, to communicate and implement potentially revised structures for the Administrator on Duty role.
- Serve as on-call person/resource for Administrators on Duty, along with Head of Upper School and Director of Schools, in challenging situations/events/emergencies.
- Participate as an active member of the All-Schools Administrative Team and Academic Leadership Team.



**B. Residential Programming**

- Develop and implement a comprehensive residential life program and curriculum that supports students' academic, social, and emotional growth by building



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community, fostering connectivity across campus, and meeting the unique needs of our residential population.

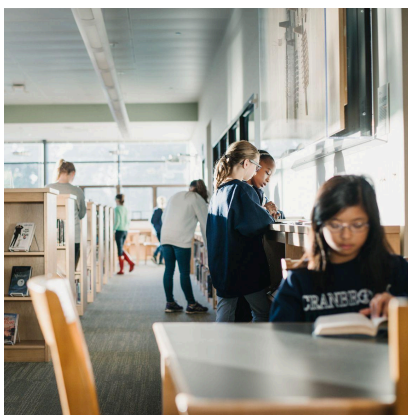
- Collaborate with All-Schools Administrative Team and Upper School Leadership Team to identify opportunities for cross-campus collaborations and partnerships that will enhance residential student experiences.
- Develop and maintain a weekly, monthly, and annual assemblage of evening and weekend extracurricular activities that offer residential students with opportunities to engage with one another on campus and to experience as fully as possible life in greater Detroit.

### C. Residential Student Support

- Serve as a mentor and role model for residential students, providing guidance and support.
- Implement and enforce school policies and procedures in residential settings.
- Manage residential-life-related student disciplinary issues in coordination with other school administrators, in particular Deans of Students.
- Serve as a member of the Upper School Student Support Committee and the CARE team; collaborate regularly with the Deans of Students, Academic Deans, learning specialists, counselors, and nurses to ensure that students receive coordinated and holistic support.

### D. Communication

- In partnership with dorm office assistants, manage and oversee communications to and with boarding parents/guardians through weekly newsletters and event specific push pages.
- Build and maintain relationships with residential students, families, and faculty rotation teams to support the overall health of the boarding program and to develop a deep understanding of the unique interests and needs of both students and their families/caregivers.
- Act as a liaison between residential life, academic departments, parents, and external stakeholders. Work closely with faculty to integrate residential life with the overall educational experience.
- Speak at board and parent meetings as needed, including, but not limited to New Parent Orientation meetings, Family Association meetings, grade-level meetings, and Education and Student Life Committee meetings.
- Communicate critical and confidential information out of Student Support Meetings to the HHA and HAs in the service of implementing support systems for residential students.
- Meet with families/caregivers and residential students in relation to their student support plans, when and where applicable.



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## E. Campus Operations

- Assume responsibility for the management of both the Cranbrook and Kingswood campuses. Coordinate with Facilities managers (Superintendent of Maintenance, Housekeeping Supervisor, Landscaping Superintendent, etc.) to organize and prioritize campus maintenance and improvement efforts.
- In partnership with the Schools' Director of Business Operations, manages the overall budget for the residential program.
- Partner with and the Director of Security and Safety to ensure the wellbeing of all in the residential community, students and adults alike.
- Coordinate shared facility usage with the Schools' Horizons Upward Bound (HUB) program, both on weekends during the school year and for HUB's six-week residential summer session.
- Partner with Chartwells on special meal and event planning (sit-down dinners etc.)

### **SUPERVISORY RESPONSIBILITIES:**

Responsible for the direct supervision of the Head House Advisor, 12 House Advisors/Assistant House Advisors, and two dormitory Senior Administrative Assistants (dorm office managers.)

The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **KNOWLEDGE AND EXPERIENCE:**

Bachelor's Degree required, Master's Degree strongly preferred; five or more years of management experience in a residential program; five or more years of experience in counseling and/or administration in a school setting working with adolescents preferred; clear commitment to professional development through courses and workshops, indicating a growth mindset around counseling and adolescents; cursory knowledge of school law, Title IX, and generalizable best practices for Deans of Students is beneficial. Experience in crisis management and emergency response is critical. Working knowledge of Microsoft Office applications and Microsoft 365 is required, and a working knowledge of social media commonly utilized by teenagers is strongly preferred. Requires a valid Michigan driver's license with satisfactory driving record.

### **COMMUNICATION SKILLS:**

Must be able to communicate effectively and professionally, both verbally and in writing, with students, families/caregivers, faculty, and administrators, and possess the interpersonal skills and ability to problem-solve



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and resolve conflict. Must exhibit social sensitivity and supervisory communication skills, be able to prepare and deliver persuasive presentations to multiple and varied constituencies, write external relations materials, and explain complex procedures. Must have the ability to negotiate with managers on policy and program matters, with the capacity to engage in frequent contact with individuals both inside and outside of Cranbrook involving confidential matters requiring tact, sensitivity, and a firm knowledge of school policies and procedures.

**INDEPENDENT JUDGEMENT/PROBLEM SOLVING:**

This position requires the management of problems that range from routine to extreme complexity and sensitivity, and the higher-order judgement necessary to assess and possibly modify policy.

**WORK COMPLEXITY:**

Work is varied and sometimes complex as it involves conflict resolution, management of human emotions, and problem-solving that can involve discipline or dismissal situations affecting the fabric of school life (for students, faculty, and families/caregivers). Must have the ability and willingness to work both collaboratively on team projects as well as independently.

**CREATIVITY/INNOVATION:**

The creativity and ingenuity needed to respond dynamically to various situations are critical.

**PHYSICAL DEMANDS:**

Must possess the ability to see, hear, speak, write in, and understand English, and to use a computer. The position requires the ability to travel around campus to direct and/or attend meetings, orientations, and presentations.

**WORK ENVIRONMENT:**

Work is performed in an office/school setting. Must be willing to live on campus and participate in the school's residential life program. Ability/willingness to work flexible hours, including evenings and weekends.

**TO APPLY:**

Interested and qualified candidates should submit, as separate PDF documents, the following materials:

- Current resume, including phone number and email address;
- Cover letter stating interest in and qualifications for the position; and
- Reference List

to Rice Bryan ([rbryan@carneysandoe.com](mailto:rbryan@carneysandoe.com)), and Sabrina Zurkuhlen ([Sabrina.zurkuhlen@carneysandoe.com](mailto:Sabrina.zurkuhlen@carneysandoe.com)). Please do not contact the school directly.



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