

Job Description  
**Resident Assistant**

The American International School-Salzburg is a small, international boarding and day school dedicated to the college-preparatory education of young people between the ages of 12 and 18. The school was founded in 1976 in beautiful Salzburg, Austria and enjoys an excellent reputation both academically and in terms of boarding pastoral care. As a small school with 85% of those enrolled boarding on our campus, the school concerns itself with the development of each and every child, personally and professionally. To this end, the school's professional staff structure reflects the needs of our community. A full-time staff of very experienced and long-term teaching faculty members is complimented by a separate, dedicated resident-care staff who concerns themselves with the development, safety, guidance and pastoral care for each of our boarders.

AIS-Salzburg is dedicated and committed to safe-guarding each and every student under our care. Appropriate professional background checks are carried out and only those appropriately qualified and equally committed to the professional protection of each and every child are considered for employment at our school. An overview of the AIS-Salzburg Child Protection Policy and Procedures can be reviewed here: <https://www.ais-salzburg.at/child-protection/>

Resident assistants represent a vital part of the resident-care staff which is composed of dormitory parents and resident assistants under the leadership of the Dean of Students. The Dean of Students is responsible for the overall administration and leadership of the resident-care staff and the pastoral care program. Dormitory parents are responsible for providing direct supervision and assistance to the resident student body, Sunday evening through Thursday evening weekly. Resident assistants are resident on campus—as the name implies—and are on duty either Saturday through Wednesday or Wednesday through Sunday. 'Weekend' time off is given resident assistants on either Monday/Tuesday or Thursday/Friday throughout the school year.

This description of the resident assistant position in our resident-care staff is intended to provide qualified candidates with an overview of the minimum qualifications, duties and responsibilities, resident accommodation details, remuneration details, duty hours and further details relevant to working in Salzburg, Austria under the local laws.

### **I. Qualifications**

*The following are minimum qualifications for employment as a resident assistant at AIS-Salzburg:*

- US, UK, or EU citizenship
- university diploma certifying bachelor's degree or higher
- documented proof of suitable moral character to be entrusted with the care, education and supervision of young people and children

*The following are additional qualifications for the resident assistant position:*

- a qualified background of experience working with adolescents in a resident situation (summer, sports, or other camps, coaching or coaching assistance, formal instruction, etc.)
- completion of an educational qualification and strong interest in education as a future career
- excellent educational background including proven excellence in academic studies and recommendations to this effect
- proven communication skills and documented evidence of working well within a team to meet group/community goals
- evidence of willingness to engage with young people at a professional but caring level regardless of the particular circumstances, demonstrating flexibility, concern, willingness to support and guide young people in a parental capacity.

## **II. Duties and Responsibilities of Resident Assistants**

Resident Assistants are responsible for supporting, communicating, and implementing the school's stated mission and educational principles, curricular goals, administrative policies, decisions, and directives through the establishment of an environment typified by respect, trust and professional care and protection. Particular elements to the responsibilities of the position include:

- Providing appropriate, professional safeguarding and child protection for all of our students at all times.
- Direct supervisory coverage of an appropriate number of resident students during free time as well as during structured evening study hall on a weekly basis
- Organizing, planning, and leading weekend activities, various events, and overnight school excursions
- Monitoring and guiding each student's academic and social progress
- Establishing and maintaining an atmosphere conducive to the development of appropriate study skills
- Supporting and enforcing the school's expectations with regard to student behavior appropriately and thoughtfully
- Communicating with parents, teaching faculty, and school administrators in an appropriate, timely, and considerate manner, protocoling all necessary child protection incidents or suspicions
- Coaching a sport in area of competency and experience or assisting with the coaching of a team sport
- Teaching two periods of physical education per week in an area of competence
- Substitute teaching when required
- Running errands for the school
- Operating school vehicles safely and responsibly
- Staffing the resident's office as well as supervision of the student lounge and computer lab
- Cooperation, support, and communication with all other resident staff members and the administration

The employee is additionally committed to carrying out other professional services and duties associated with this position with reference to the AIS-Salzburg Resident Staff Handbook, the AIS-Salzburg Faculty Handbook, as well as the further policies and directives of the school administration. Appropriate planning, evaluation and development of programming and planning, the professional evaluation of students, and appropriate communication with parents, other staff members, and the school administration are considered essential requirements of the position.

It should be noted that resident assistants are contracted for particular duties and scheduled assignments as a basis for their professional employment. All resident staff members, however, have to understand that their role as a professional care-giver may require a good deal of flexibility and responsiveness outside of these scheduled hours. The role of adequately providing for and parenting young people in a resident school environment requires dedication at a higher level than is commonly required by professionally-regulated duty schedules and responsibilities.

## **III. Resident Staff Accommodation**

Resident assistants are provided with full room and board for the contracted period on campus. Accommodations are on the resident student floors in dormitory-style rooms with separate bathroom and showers. Meals are provided by the school three times daily except for vacation periods. Accommodations do not include individual cooking possibilities.

Full room and board is contractually provided as a form of remuneration alongside the monthly salary. Full accommodation is also provided during all overnight trips and excursions during the school year.

## **IV. Remuneration and Local Employment Regulations**

In accordance with Austrian employment laws (Angestelltengesetz), all employees at AIS-Salzburg are registered with the government as gainfully engaged and remunerated, granted all provisions of the Austrian national social-medical system as well as inclusion in a government pension plan. This official registration of employment grants the employee the necessary visa and work permit for the period contracted with the school.

The starting monthly salary for resident assistants is €1,600 per month. This is the gross monthly salary and income taxes and mandatory social-medical contributions are deducted from this. One can expect that up to 25% of this salary will be deducted by law.

Austrian employment laws additionally require that all employees be paid on a monthly basis (on the last working day of the month), 14 times per year. The 13th and 14th monthly salary are bonuses paid by employers by law and equal 100% of a monthly salary following a minimum of 12 months' employment. During the first contracted year, an

employee can expect that the 13th month bonus is paid at a rate of approximately 60% of a regular monthly salary, and the 14th bonus at rate of approximately 80%.

Weekly duty time requirements—excepting required breaks—amount to 40 hours. The organization of daily duty times as well as temporary or permanent changes in duty times are at the discretion of the school administration provided these conform with applicable employment laws.

In accordance with the following duty plan for a Resident Assistant with weekend hours on Thursdays and Fridays. The organization of daily duty times as well as temporary or permanent changes in duty hours and responsibilities are at the discretion of the employer provided these conform with applicable employment laws. In accordance with the following plan, 40 hours are generally scheduled. As is true with all those engaged in education, proper planning and preparation is expected to be accomplished—in part—outside of specifically-assigned duties and schedules.

Mondays:	Afternoon duties beginning at 14:30 through Dinner Evening duties through study hall end and lights out
Tuesdays:	Afternoon duties beginning at 14:30 through Dinner Evening duties through study hall end and lights out
Wednesdays:	Physical education instruction from 07:30 through 10:15 Resident-care staff meeting in afternoon, 14:30 Afternoon and evening duties through lights out
Thursdays:	<i>Free</i>
Fridays:	<i>Free</i>
Saturdays:	Duty as assigned by the Head of Student Life - activities leadership, supervision, office coverage, etc.
Sundays:	Duty as assigned by the Head of Student Life

Duty days without student contact are also a part of the contractual terms. Usually, these fall at the start of the school year between the start of the contractual obligation (September 1) and the arrival of the boarding students.

In accordance with the Austrian laws concerning vacation periods, vacation entitlement in the first year of employment generally includes 19 paid days. In compensation for duties performed on Austrian holidays during the school year, an average of 6 additional vacation days are granted (This depends on the actual calendar and where the holidays fall each year.). The Resident Assistant declares themselves in agreement with the school administration to take vacation periods during school vacation periods. During any given school year, these days will include:

Christmas Break	Three weeks vacation from just before Christmas into January
Spring Break	Two weeks in April

Actual vacation days will be defined within the contract of employment.

Resident assistants resident outside of the European Union signing an initial contract with AIS-Salzburg are entitled to a € 750.00 relocation remuneration which is paid with the first salary payment at the end of September. In accordance with Austrian tax laws, this is considered a bonus to the salary and is also taxed as income.

## **V. Employment and Contractual Terms**

Contracts for Resident Assistants at the American International School-Salzburg represent an agreement between AIS-Salzburg GmbH and the individual employed and are not of a collective nature. All rights, duties, and responsibilities of both the employer and the employee are stipulated and regulated by the Austrian federal employment laws (Angestelltengesetz). All foreign nationals working in Austria are liable and responsible for adherence to and

conformity with all laws, statutes, and regulations of the Austrian national government and the provincial laws of Salzburg. Employment at AIS-Salzburg limits these responsibilities in no way whatsoever.

The term of the initial contract, in accordance with Austrian law, is for the period of one school year and can be extended indefinitely. Return commitments for the following school year are discussed with the school administration in March. Resident assistants are generally offered employment during the summer months during the school's Summer Language Program which is contracted separately. Generally, salary remuneration will improve from year to year based upon an inflationary index.

## **VI. Employment Documentation**

Resident Assistants contracted with AIS-Salzburg are responsible for providing the school with all documentation needed to obtain the necessary visas and work permits for Austria if they do not presently hold these. Immediately upon acceptance of a position, Resident Assistants must provide the school with (1) a photocopy of their passport photo page, (2) university diplomas, (3) a certified birth certificate copy, (4) an official police statement of good conduct from the police department nearest their place of residence, and (5) driver's license copy. The submission of these documents must be completed before the start of the school year and preferably earlier. Although the school is usually allowed to submit visa and work permit applications directly to the Austrian authorities, in some cases it may be necessary for the employee to apply from the Austrian embassy or consulate nearest to their residence (Canadian nationals).

Resident Assistants who already hold either EU citizenship or a visa only need to supply the school business office with personal details for registration with local authorities. This must be done one week before school begins.

## **VII. To Apply**

Candidates should send a resumé and letter of interest to the school to the Headmaster's attention. The school will send an application form to those applicants it considers qualified for open resident assistant positions. These candidates should then forward complete dossiers to the school when they return the completed application form as well as indicate at least two references who are qualified to judge the level of moral and professional character required for working with young people within the law and all ethical responsibilities related to child protection and safeguarding. It is helpful if all inquiries are relevant to current openings at the school. A list of openings and potential openings are generally publicized on the school website (<http://www.ais-salzburg.at>).

At least one interview is required before an offer will be given by the school. Applicants should contact the Headmaster to arrange to meet a school administrator or representative in Salzburg, at a recruiting conference in Europe or in the United States, or during other trips made by our school officials. Online interviews can also be conducted.

## **VIII. Contacts**

Applicants for resident assistant positions at the American International School-Salzburg should contact the school administration at the numbers below:

Mr. Paul McLean, Headmaster  
The American International School-Salzburg  
Moosstrasse 106  
A-5020 Salzburg  
Austria  
Tel.: +43 662 824617  
Fax: +43 662 824555  
Email: [pmclean@ais-salzburg.at](mailto:pmclean@ais-salzburg.at)

Ms. Cassandra Baehler, Dean of Students  
The American International School-Salzburg  
Moosstrasse 106  
A-5020 Salzburg  
Austria  
Tel.: +43 662 824617-10  
Fax: +43 662 824555  
Email: [cbaehler@ais-salzburg.at](mailto:cbaehler@ais-salzburg.at)

The American International School-Salzburg  
**Employment Application Form**

Please complete in full and forward this application along with any further, required documents to:

The American International School-Salzburg  
Attention: Headmaster, pmclean@ais-salzburg.at

Photo  
of  
Applicant

**The American International School-Salzburg is committed—at the highest level—to safeguarding and promoting the welfare of children and young people and expects all employees, volunteers and other third parties to adhere to these professional and legal standards. Safe recruitment standards require adequate background checks as well as possible disclosure statements, personal affidavits of confirmation as well as other measures designed to ensure that all staff members at our school are qualified morally, ethically and professionally to work with the young people under our care, thus guaranteeing and promoting the protection of their rights as well as their physical and emotional well-being at all times.**

*Biographical Data*

Position applied for:			Date:
Name (as in passport):	(first name)	(surname)	
Preferred name or other known names:			
Name changes:	Is your current name different to your birth name, or have you had your name changed? No ____ Yes ____		
	If yes, please list previous name/s and provide official documents that explain <b>ALL</b> name changes:		
What citizenship(s) do you hold?		Native language:	
Do you currently hold a visa or work permit for the EU?			
Current residential address:			
Home country address:			
	Country:	Total number of years living outside the home country:	
Are you applying as a couple?	<input type="checkbox"/> No <input type="checkbox"/> Yes. Name of spouse _____ & position applied for by spouse: _____		
Contacts:	(telephone):	(email):	
	(other):		
Position applying for:			
Where did you hear about this opening?			
Are you currently registered with a placement agency or company:	<input type="checkbox"/> No <input type="checkbox"/> Yes If yes, please identify the agency or company:		

<i>Education (post-secondary schooling)</i>			
Program of Study	Institution or University	Country	Year completed
<i>Employment</i>			
Are you currently employed?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Notice period:	Available start date:
Please list <b>ALL</b> of your previous employment starting with your most recent (use a separate sheet if necessary).			
Employer:		Employer address including country:	
Job title:		Employment dates (month/year):	
Reason for leaving:			
Employer:		Employer address including country:	
Job title:		Employment dates (month/year):	
Reason for leaving:			
Employer:		Employer address including country:	
Job title:		Employment dates (month/year):	
Reason for leaving:			
Employer:		Employer address including country:	
Job title:		Employment dates (month/year):	
Reason for leaving:			
<b>Employment gaps:</b> <i>If you have gaps in employment of one month or more, please explain the reason for this below.</i>			
Are you related to our have close relations with employees at AIS-Salzburg?		Yes <input type="checkbox"/> No <input type="checkbox"/> (please provide details if yes)	

*Teaching Experience (for teacher applicants)*

Number of years of full-time teaching completed (or full-time equivalent):

*Please list your teaching experience below from most recent:*

*Other Relevant Experience (for resident-care staff applicants)*

Number of years of relevant experience (see job description for comparison):

*Please list your relevant experience below from most recent:*

**References:** *Provide three professional references, including most-recent employer. References should cover the past five years of any employment in which educating, guiding, coaching or directing young people was required. All references should not only be able to respond to questions of professional responsibilities and quality of service, but also give insight into your moral and ethical character with reference to being able to provide professional safeguarding and protection of children.*

Name:	Role/Title:	School or organization:
Telephone:	Email:	Relationship to applicant:

Can we contact this referee?	Yes <input type="checkbox"/> No <input type="checkbox"/>
------------------------------	--

Name:	Role/Title:	School or organization:
Telephone:	Email:	Relationship to applicant:

Can we contact this referee?	Yes <input type="checkbox"/> No <input type="checkbox"/>
------------------------------	--

Name:	Role/Title:	School or organization:
Telephone:	Email:	Relationship to applicant:

Can we contact this referee?	Yes <input type="checkbox"/> No <input type="checkbox"/>
------------------------------	--

## Salary and Benefits

*In order to understand your compensation expectations, please provide details of your remuneration and benefits from your current or most-recent employer*

Base monthly salary:

Other compensation or benefits:

## Declaration

Have you, at any time:

- been arrested, charged and/or convicted with a criminal offense?
- had any legal prohibition imposed on you that prevents or restrains you from working with children and young people?
- been the subject of any inquiry or investigation by any authority relevant to the education profession or any other situation in which your responsibilities included the supervision, training and/or instruction of young people?

No  Yes  (please provide details below and attach further documentation as necessary.)

*I hereby authorize the administration of the American International School-Salzburg the authority to conduct any necessary background checks or obtain references to determine my suitability for employment at the school. Background checks may include police and criminal records checks, child protection checks, financial and credit checks, or other types of verification.*

*I authorize any persons contacted by the administration of the American International School-Salzburg to provide any relevant information regarding my qualifications, employment history and background and I release all such persons from any and all claims for providing such information. I authorize the administration of the American International School-Salzburg to share my resume, job application and related documents and personal data with affiliated organizations for the purpose of determining suitability for employment.*

*I understand that my personal information and data will be collected, stored, and used for assessing my suitability to assume the job duties of the position and to determine preliminary remuneration and benefits package subject to the selection for the position. The administration of the American International School-Salzburg may retain my personal information and job application for future recruitment purposes. My application may be transferred to a subsidiary or associate companies during this period for consideration of employment.*

*I understand that nothing contained in this application or conveyed during any conversation or interview with the administration of the American International School-Salzburg is intended to create an employment contract or constitute any promise for employment. I understand that if employed, I will be required to provide satisfactory proof of identity and supporting documents. I understand that any misrepresentation or omission of facts or failure to provide the necessary supporting documentary proof may result in rejection of this application; or if hired, result in immediate termination of employment.*

- I have read and fully understand this employment application and I seek employment under these conditions.
- I have attached a copy of relevant educational certification and transcripts, etc., in support of my application.
- I have attached a resume in support of my application.

Name

Signature

Date

The American International School-Salzburg  
Moosstrasse 106, A-5020 Salzburg, Austria  
Tel.: +43 662 824617 Fax: +43 662 824555 Email: office@ais-salzburg.at  
www.ais-salzburg.at