

WINSLOW RESIDENTIAL HALL, INC.

POSITION DESCRIPTION

TITLE: *Homeliving Supervisor*
Schedule Terms: 12 months
Salary Classification: Certified - FLSA Exempt

Winslow Residential Hall, Inc. complies with the Navajo Preference in Employment Act (NPEA).

GENERAL STATEMENT OF RESPONSIBILITIES: Serves as the technical and administrative head of Winslow Residential Hall, Inc. Has the primary responsibility for planning, developing, directing, conducting and evaluating a coordinated professional guidance and home living program on a seven day a week, 24 hour basis which incorporates educational, psychological, sociological and physiological aspects in order to insure the academic, personal and social development of boarding students attending the area public school system grades 7th through 12th. Maintains a positive working relationship with the Board of Directors, students, parents, staff, public school staff, community leaders, various communities, tribal organizations, and agencies. These students whom are separated from their families, are of a minority culture, most have been reared in geographically isolated areas, and are learning to adjust to a different environment. Because of employment responsibilities, this person will be bonded.

PRINCIPAL DUTIES:

Personnel Management:

- Plans, coordinates, directs and evaluates all dormitory programs either directly or through supervisory personnel;
- Establishes performance standards for staff directly or through supervisory personnel and reviews evaluations;
- Responsible for the accuracy of all time and attendance reports;
- Reviews recommendations and assist in the selection for appointments, promotions or reassignments;
- Hears and resolves complaints; refers grievances that cannot be resolved at this level to the Board of Directors;
- Effects disciplinary measures, reviews disciplinary measures outlined by supervisors for their subordinates;
- Refers serious disciplinary measures with recommendations concerning resolution to the Board of Directors;
- Assesses needs and provides opportunities for training and on-going in-service training for staff, as appropriate;
- Periodically reviews employee assignments, needs and duties for accuracy and necessity;

Program Responsibilities:

- In collaborative effort reviews program policies and procedures which serve as a basis for planning, organizing, directing and evaluating the total residential program, in collaboration with staff, board and regulatory agencies;
- Directs the group guidance program for students; assists in providing specific professional guidance instruction;
- Responsible for conducting professional individual and group counseling sessions with students whether directly or by referral from subordinates;
- Responsible for gathering all relevant data necessary to resolve the more difficult and complex academic, social and emotional problems students may experience;
- Responsible for being professionally cognizant of student's problems of personal adjustment which could be better resolved by referral to proper Federal, State or community health or social agencies;
- Directs a recreational and leisure time activity program to include residential, school and off-campus activities;
- Responsible for home living aspects of residential life to include student tutorial programs, personally assisting students as needed, study areas, sleeping accommodations, activity areas,

- bathing washing and ironing areas, linen and clothing supply, and a first-aid treatment center;
- Responsible for the effective and efficient operation of the Food Service Program;
- Responsible for student discipline along with the Residential Department;
- Collaborates with public school officials and Board of Directors in enrolling students, to ensure proper records are kept;
- Facilitates communication with parents and public school staff, and to help ensure student success;
- Responsible for maintaining good relationships and communication with parents, public school staff, community leaders, various community organizations and agencies;
- Visits parent's homes as needed regarding student behavior, health and other problems affecting attendance.

Administrative Duties:

- Supports the Board of Directors by implementing board policy and developing procedure;
- Assists the Business Office with the annual budget and estimate of funds required for operation of the residential hall;
- Initiates correspondence concerning all phases of the residential operations and relationships;
- Makes recommendations for modification of building facilities, equipment, grounds, etc.;
- Prepares or oversees preparation of periodic, required or special reports relative to residential operations;
- Approves procurement of needed supplies, materials, equipment, and other expenditures;
- Oversees the arrangement for student transportation needs as they arise;
- Oversees the security of facilities, accounting and maintaining of all equipment inventory;
- Responsible for maintaining a safe and orderly environment for students and staff; ensures compliance with all appropriate safety rules, regulations and standards; cooperates with local safety and law enforcement officials;
- Performs other duties as assigned by the Board of Directors.

QUALIFICATIONS:**Acceptable Education, Training & Experience:**

- Minimum Masters Degree in Education
- Minimum of two years experience as an administrator in a dormitory, B.I.A. or public school setting;
- Experience in counseling children grades 7 through 12;
- Experience working with minority children;
- Knowledge of public school and residential operations;
- Excellent verbal and written communication skills;
- Knowledge of Navajo and other American Indian cultures;
- Must have knowledge of the COOP, SOP, HazCom and the Emergency Response Guide;
- Ability to obtain first-aid and CPR certification;
- Valid Government issued Driver's License required with 4 years clean driving record;
- Successful completion of all interviews, background checks, and fingerprint clearance requirements, and submission of all required employment-related documents and forms prior to employment

PHYSICAL REQUIREMENTS: Must submit to a physical examination from licensed physician for each contract year and pass the physical.

COMMITMENT AND DEPENDABILITY: Willingness to be an integral member of a successful team; dedication to provide the highest level of service to the students and staff of the Winslow Residential Hall.

PERFORMANCE EXPECTATIONS:

EVALUATION PROCEDURES: In accordance with provisions specified in Personnel Policy and Procedure.

SUPERVISION RECEIVED: Board of Directors.

SUPERVISION GIVEN: Business Manager, Human Resources Technician/ Accounts Payable, 21st Century Project Coordinator, Facility Supervisor, Food Service Head Cook, Homeliving Manager, Academic Tutors, Residential Clerk, Native Language/Culture Instructor, and Certified Counselor.

CERTIFICATION

I certify that I will perform the duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Winslow Residential Hall's functions for which I am responsible. This certification is made with the acknowledgement that this information is to be used for statutory purposes relating to appointment and payment of public/federal funds, and that any false or misleading statements may constitute violations of such statutes and their implementing regulations or school policies.

REVIEWED BY: _____ **DATE:** _____
Homeliving Supervisor

REVIEWED BY: _____ **DATE:** _____
Board of Director President