

NENANA CITY SCHOOL DISTRICT

P.O. Box 10
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NENANA STUDENT LIVING CENTER ASSOCIATE DIRECTOR

REPORTS TO: Nenana Student Living Center Director
DATE of DESCRIPTION: June 8, 2010
JOB CLASSIFICATION: Classified Exempt
SKILL CLASSIFICATION: Student Services Administration

NATURE AND SCOPE OF JOB: Ensure the proper functioning of the Nenana Student Living Center including the care and management of students and staff and the achievement of the vision, mission, and goals of the center as outlined by the Nenana City School Board.

ESSENTIAL FUNCTIONS:

1. Supervise the full facility with a particular focus on the NSLC Boys/Girls dormitory wing (as assigned)
2. Lead the NSLC staff in the development and maintenance of a structured, supportive, living and learning environment, and to develop a strong sense of community
3. Develop strong interpersonal relationships with students that will enable the building of "assets" in all NSLC youth
4. Provide supervision and technical assistance to NSLC staff
5. Interact with NSLC staff on every shift
6. Develop a collaborative partnership with the academic staff at the Nenana City Public School
7. Maintain daily communication with school administration and appropriate school staff
8. Use e-mail to communicate with NSLC staff, the School Principal, School Teachers and Staff, and the Superintendent/NSLC Director
9. Represent the NSLC in the Nenana community
10. Effectively integrate the NSLC with the Nenana Community and School
11. Adhere to local, state, federal and other regulatory agencies, standards, codes and laws.
12. Adhere to established district policies and procedures.
13. Lead in the provision of the health and safety of all students residing in the Nenana Student Living Center and those who attend Nenana City Public School.
14. Provide leadership and be a positive role model for all students in the NSLC and the Nenana City Public School
15. Manage student accountability systems
16. Ensure that appropriate academic support and encouragement is provided to all students
17. Lead the planning of daily activities, recreational activities and events and general schedule implementation
18. Develop and accumulate resources for student activities
19. Develop, implement, and supervise a system of regular communication with the parents/guardians of all NSLC students
20. Perform other duties as assigned by the Superintendent/NSLC Director

ASSOCIATE DIRECTOR

(Continued)

POSITION QUALIFICATIONS:

Knowledge, Skills and Mental Abilities

1. Must be at least 21 years of age
2. Must be of good character and reputation
3. Must have an understanding of the development of youth
4. Must have an ability to care for youth
5. Must have positive experience working with persons of different cultures
6. Must have the skills to work with youth, family members, community agencies, facility and school staff, supervise personnel, and manage a budget
7. Must have the skills to delegate responsibilities appropriately and to motivate staff
8. Must have a working knowledge of all appropriate state and federal regulations governing the operation of the NSLC

PHYSICAL DEMANDS:

1. Lower body strength to kneel, stand, and walk throughout the workday.
2. Remain in a standing position for extended periods of time.
3. Upper body strength to correctly lift up to 25 pounds and carry more than 25 feet.
4. Verbal stamina to articulate clearly and with appropriate volume throughout the workday.
5. Auditory discrimination sufficient to receive detailed information through normal speech at 5 feet and warning cries or alarms at normal speech levels.

ENVIRONMENTAL DEMANDS:

1. Interrupted sleep due to emergency needs of students
2. Exposure to extreme cold winter temperatures
3. Occasional exposure to loud noise
4. Exposure to hot water, soap and other cleaning materials

EQUIPMENT USED:

1. Computer
2. Copier
3. District vehicle
4. Cleaning implements and appropriate cleaning chemicals
5. General Office equipment
6. General gardening tools, snow removal implements, basic hand tools

EDUCATION, LICENSE, CERTIFICATION OR FORMAL TRAINING:

1. Minimum qualification of at least 60 semester hours of college credit or an associate degree in a human service field; Preferred qualification of a BA degree or higher in education or a human service field
2. Pass State of Alaska background check (fingerprint check)
3. Valid First Aid Card/CPR
4. Valid Alaska Driver's License with a clean driving record; CDL (bus) license preferred

TERM OF EMPLOYMENT: Up to 210 days (including days before the start of the school year and days after the end of the school year)