

NENANA CITY SCHOOL DISTRICT

P.O. Box 10
Nenana, AK 99760
<http://nenanasd.org>

Telephone (907) 832-5464
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DORM PARENT II

REPORTS TO: NSLC Director
DATE of DESCRIPTION: June 4, 2007
DEPARTMENT: Nenana Student Living Center
JOB CLASSIFICATION: GRADE M
SKILL CLASSIFICATION: Student Services

NATURE AND SCOPE OF JOB: To provide leadership to Dorm Parents, support to students and to Assist the NSLC Director in daily and long term operations of the Nenana Student Living Center.

ESSENTIAL FUNCTIONS:

1. Demonstrate consistent punctuality and regular attendance.
2. Demonstrate appropriate safety precautions.
3. Adhere to local, state, federal and other regulatory agencies, standards, codes and laws.
4. Adhere to established district policies and procedures.
5. Attend department staff meetings as required.
6. Work cooperatively with other district employees, the general public, and students.
7. Demonstrate accuracy and thoroughness; monitor own work to ensure quality.
8. Provide for the health and safety of all students
9. Provide Leadership and be a Positive Role Model for all students.
10. Provide Support and Leadership in student behavior management.
11. Maintain consistent and timely communication with parents.
12. Ensure that appropriate academic enabling and encouragement is provided.
13. Contribute to healthy, collegial staff and student relationships.
14. Assist with the planning of activities and time management of the NSLC
15. Be culturally responsive and celebrate cultural diversity.
16. Promote a healthy morale and atmosphere that encourages the success of all students.
17. Act in absence of Director **NOT** to include long term Supervision and Evaluation of staff.
18. Direct staff in performance of daily duties.
19. In the absence of the Director report Health and Safety issues to appropriate personnel.
20. Conflict resolution (students and staff).
21. Assist the Director in daily operations.
22. Assist the Director in student and staff recruiting activities.
23. Develop work schedule with staff input subject to approval of the Director.
24. Other responsibilities/duties as assigned by the Director.

POSITION QUALIFICATIONS:

Knowledge, Skills and Mental Abilities

1. Demonstrate aptitude or competence for assigned responsibilities.
2. Demonstrated positive speech skills (enunciation and clarity).
3. Ability to think clearly and calculate accurately.
4. Ability to work with people of various personality types (flexibility).
5. Possess and demonstrate sound emotional judgment.
6. Effective organizational skills.
7. Ability to follow and successfully complete written and oral directions.
8. Ability to observe or monitor objects and people's behavior to determine compliance with prescribed operating or safety standards.

PHYSICAL DEMANDS

1. Ability to safely lift and carry at least 25 pounds at least 100 feet
2. Tolerance of cold weather
3. Ability to stoop, stand, walk, crouch, raise arms over head, lift small items over head
4. Ability to grasp and manipulate common small hand tools and kitchen implements

ENVIRONMENTAL DEMANDS:

1. Occasional exposure to weather extremes
2. Occasional exposure to loud noises
3. Variable hours
4. Exposure to water, soap, various cleaning solutions

EQUIPMENT USED:

1. Computer
2. Telephone
3. Copy Machine
4. Basic Hand Tools
5. Basic Kitchen Tools
6. Basic Cleaning Tools
7. Vehicles

EDUCATION, LICENSE, CERTIFICATION OF FORMAL TRAINING:

1. AA or BA Degree in education, human behavior, business administration or related field or commensurate experience.
2. Valid Alaska driver's license. CDL preferred.
3. Pass State of Alaska background check at own expense (fingerprint check)
4. Valid First Aid card preferred. Must obtain as a condition of employment.
5. Such alternatives to the above qualifications as the School Board may find appropriate and acceptable.

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

Residing at the Nenana Student Living Center is a requirement of the position

-EMPLOYEES ARE HELD ACCOUNTABLE FOR ALL FUNCTIONS OF THIS POSITION-