

NENANA CITY SCHOOL DISTRICT

P.O. Box 10
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NENANA STUDENT LIVING CENTER RESIDENT ADVISOR

REPORTS TO: Nenana Student Living Center Associate Director
DATE of DESCRIPTION: June 8, 2010
JOB CLASSIFICATION: Grade H
SKILL CLASSIFICATION: Student Services

NATURE AND SCOPE OF JOB: Develop positive and constructive relationships with NSLC students through personal engagement, supervision, assistance, guidance, positive academic support, appropriate social supports, positive behavioral supports, and "Asset Building" activities and actions

Work closely with administrators, NCPS teachers, and NSLC staff to create stability for students away from their homes and facilitate integration into NCPS routines and the community of Nenana

Work requires flexible hours, rapid response to immediate needs, variable work shifts and extensive group interactions – Living at the Nenana Student Living Center is NOT a requirement for this position.

ESSENTIAL FUNCTIONS:

1. Develop strong interpersonal relationships with students that will enable the building of "assets" in all NSLC youth
2. Work closely with administrators, NCPS teachers, and NSLC staff to provide appropriate academic and social support that encourages the overall success of all students
3. Work cooperatively with all NSLC staff and students to maintain a structured, supportive, living and learning environment, and to develop a strong sense of community
4. Provide NSLC youth with a variety of age-appropriate educational and social experiences
5. Contribute to the design and implementation of daily small and large group activities with students
6. Interact with NSLC students in large group, small group, and individual circumstances/situations
7. Ensure that students adhere to NSLC policies and daily schedules
8. Assist in the coordination and implementation of service learning, volunteerism, and community engagement of students
9. Assist with student check in, check out, travel, and related matters
10. Keep an electronic log of each shift's activities and information
11. Share pertinent information from the shift log with the NSLC administration and other NSLC staff via e-mail
12. Maintain a log of regular communications made with and received from NSLC parents/guardians
13. Assist in providing for the health and safety of all students residing in the Nenana Student Living Center and those who attend Nenana City Public School
14. Direct and be a role model for students in the performance of daily tasks, chores, duties and responsibilities
15. Transport NSLC students in District owned vehicles in a safe and responsible manner
16. Demonstrate appropriate regard and aptitude for NSLC student safety
17. Facilitate appropriate conflict resolution between students
18. Use "assets" based strategies to prevent negative and aggressive behavior
19. Deescalate volatile and inappropriate situations by using a calm voice, clear and engaged communication, redirection of actions or words, and other appropriate methodology
20. Provide appropriate correction and direction to students when needed
21. Adhere to local, state, federal and other regulatory agencies, standards, codes and laws
22. Adhere to established district policies and procedures
23. Demonstrate a high level of professionalism, including consistent punctuality and regular attendance
24. Perform other duties as assigned by the NSLC Director, Associate Director, or designee

RESIDENT ADVISOR
(Continued)

POSITION QUALIFICATIONS:

Knowledge, Skills and Mental Abilities

1. Must be a positive role model for youth
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, and NSLC and school staff
7. Must be free from problems that are likely detrimental to the health, safety, or well-being of youth at the NSLC
8. Must be able to exercise sound judgment
9. Must be able to deal with frustration and conflict
10. Must be able to work with youth who, because of their background and/or experience, might express themselves negatively toward employees and staff
11. Must be able to support the academic success of NSLC students
12. Must be able to support student behavior with positive guidance
13. Must be able to help the NSLC implement clear and consistent behavioral limits to promote the youth's ability for self-discipline

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 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. High School Diploma or Equivalent; Preference given to those with a BA degree or higher, an associate degree, or some college coursework
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)