

Job Description

Job Title:	Dormitory Manager
Employment Location:	Circle of Nations Dormitories 832 North 8 th Street Wahpeton, ND 58075
Department:	Residential
Immediate Supervisor:	Residential Director
Pay Status:	Exempt
Calendar Classification:	9- Month Staff
Terms of Employment:	Salary and work year to be established by the school board.
Evaluation:	Performance of this job will be evaluated in accordance with the provisions of the school board's policy on evaluation of staff personnel.
Education/Qualifications:	Associate's Degree in related field with at least three years working in a residential dormitory setting and working with Native American children. Must possess a valid driver's license. Prefer a Class A or B CDL license. Minimum requirement ability to obtain a Class C CDL license with a Passenger and or School Bus Endorsement.
Physical Activity:	Employee will be required to stoop, kneel, stand, walk, sit, lift, speak, and hear.
Physical Requirements:	Employee shall be able to exert up to > 100 lbs of force occasionally and up to 25 - 50 lbs of force frequently to lift, push, pull, carry or otherwise move objects, including the human body.
Mental Requirements:	Employee shall be able to appropriately adapt to mildly stressful and/or emotional situations.
Working Conditions:	Worker is subject to activities that occur indoors and outdoors. Outside temperatures range from below 32 degrees to above 75 degrees.

Management responsibilities

- Responsible for reviewing daily student attendance records, review daily student dormitory logs, counsel individual or group of students, supervise, monitor, and provide feedback to staff.
- Responsible for reviewing dormitory conditions with maintenance.
- Responsible for ordering and purchasing dormitory supplies from vendors.
- Responsible for review and approval of staff work hours in Time Matrix.
- Must demonstrate professional confidentiality, which we guarantee in parental rights.
- Will provide activities report once a month to Residential Director.
- Will plan, develop and implement residential activities that must be offered by a homeliving program **Minimum required activities listed:**
 - a. **One hour per day of scheduled, structured physical activity Mon – Thurs. Two hours of scheduled physical activities on weekends.**
 - b. **One hour per day of scheduled structured study at least four days per week.**
 - c. **Tutoring during study time**
 - d. **Native language or cultural activities**

e. Wellness program that may include character, health, wellness, and sex education

- Will develop an activity proposal at the beginning of each semester with average costs per student and submit to Residential Director.
- Dormitory managers will review residential activity budget and plan recreational activities suitable of each gender and age group.
- Each semester the Dorm Manager will survey students in planning the new semester activity schedule.
- Will supervisor activities periodically.
- On call for 24 hours.
- Any other duties as assigned by the CEO/residential director.

Teamwork and Collaboration

- Responsible for developing and attending biweekly dormitory staff meetings.
- Responsible for reviewing and supervising student medication (coordinate with school nurse).
- Must attend parent/teacher conference committee meetings.
- Must attend maintenance safety committee meetings.
- Must attend weekly Dorm Managers Meetings.
- Must attend Multi Disciplinary meetings (MDT).
- Must meet with School Resource officers regarding student behaviors, issues and/or concerns.
- Must meet with dormitory counselors regarding student services.
- Responsible for meeting with maintenance and providing reports regarding use of school vehicle.

Communication and Documentation

- Responsible for consulting with parents who call for student information.
- Responsible for assessing students in making calls to parents.
- Responsible for reviewing and signing of student budgets and withdrawal forms.
- Responsible for writing and distributing of memorandums.
- Responsible for developing and distributing staff schedules.
- Responsible to review, evaluate, and provide feedback on individual staff performance.
- Responsible for reviewing and evaluating student health checks.
- Responsible for writing and accessing approval for dormitory requisitions.
- Responsible for reviewing and recording dormitory "Keogh" accounts.
- Responsible for writing and submitting monthly school board dormitory report.
- Responsible for communicating with food services regarding dormitory snack program.
- Responsible for writing and submitting counseling referrals.

Training and Professional Growth

- Must be able to obtain the appropriate certification, licensing requirements or training in the following areas
- Crisis Prevention Intervention (CPI)
- Cardiopulmonary resuscitation (CPR)
- Automated external defibrillator (AED)
- First Aid
- Medication Administration
- Suicide Prevention
- Child Abuse and Mandated Reporting requirements and procedures
- Confidentiality requirements and laws
- Family Education Rights and Privacy Act (FERPA)
- Suicide Prevention
- Student Rights
- Student Check out Policy

- Continuity of Operations Plan (COOP) Plan
- Blood Borne Pathogens
- Emergency Response Plan (ERP)
- Fire Safety and Fire Drills
- Serve Safe
- Must possess a valid driver’s license in performance of residential duties.

Supervision/Safety/Student Management

- Must meet with dorm staff regarding structured evening program (develop and implement dormitory evening activities schedule: study hour and recreation activities).
- Responsible for assisting with student AWOL searches.
- Responsible for enforcing and supporting the “mentoring” program.
- Responsible for providing “Safe House” for students.
- Responsible for developing and implementing dormitory “Honor Room” programs.

Note: The signatures below indicate that the employee and administrator have discussed the elements of this job description. Employee signature indicates an understanding of the job description and an understanding that his/her job performance will be evaluated based upon these criteria.

_____	_____	_____	_____
Employee	Date	Administrator	Date