

GREASEWOOD SPRINGS COMMUNITY SCHOOL

Position Description

POSITION TITLE:	Homeliving Assistant	CLASSIFICATION:	Non-Exempt
CONTRACT TERM:	School Year	BOARD APPROVAL:	1/04/2023

POSITION SUMMARY

The Homeliving Assistant works under the general supervision of the Homeliving Manager in an assigned dormitory. The Homeliving Assistant performs childcare related duties in a dormitory environment that assures the functioning of a well-balanced home living program for students.

RESPONSIBILITIES AND DUTIES

1. In cooperation with the Homeliving Manager, provides practical guidance to students on an individual and group basis, covering such topics as homesickness, discipline, personal health, hygiene, fair play, attitudes of democracy, courtesy, grooming, handling money, etiquette, group living, care of clothing and personal possessions.
2. Counsels students with personal problems of a minor nature, recognizes the need for thorough counseling and guidance on major problems, and refers students as needed.
3. Is responsible for consulting with the Homeliving Manager on the special care given to problem students.
4. Communicates with parents on student emergencies, serious misbehavior and related actions.
5. Records important incidents and occurrences in Daily Log; enters daily work activities into work journal.
6. Completes incident reports with detailed information.
7. Transports student's home for serious illnesses and provides explanations to parent/guardian on reasons for returning students to parent/guardian.
8. Provides guidance and directions in the students' daily activities, related to education, behavior, hygiene, social skills, well being, etc.
9. Develops ways to relate the contents of students' academic programs to every day living in the dormitory environment and modifies dormitory activities to incorporate new interests of students.
10. Attends and participates in department staff meetings.
11. Plans, organizes, and supervises on-site and off-site recreational activities for assigned group of students in cooperation with Homeliving Manager and other Homeliving Assistants.
12. Supervises students' assigned duties in keeping the dormitory in a clean, orderly, safe condition by tracking supply inventory and completing requisitions to order supplies, including but not limited to, cleaning bathrooms and wings, doing laundry, stocking linens, waxing and buffing floors.
13. Administers first aid to students; observes and reports any symptoms of serious illness; provides home nursing care to ill students upon standing orders of doctor or nurse.
14. Checks dormitory, playground and other student use areas for proper behavior, safety, and welfare of the students at large.
15. Supervises students during fire drills.
16. Provides opportunities for students to exercise leadership responsibilities such as assigning dormitory leaders, directing younger students in games/activities and tutoring students.
17. Performs miscellaneous duties necessary for dormitory maintenance, such as checking for and completing minor repairs, mopping, dusting, washing windows and inspection of equipment to insure proper care and use.
18. Assists with data entry of student attendance onto the NASIS software.
19. Operates a GSA vehicle to transport students.
20. Prepares and completes training forms, travel forms, and purchase requisitions as approved by the Homeliving Manager.
21. Attends and participates in committee meetings, in-service trainings and related activities consistent with duties and school improvement outlined in the School Improvement Plan.
22. Performs other duties as assigned by supervisor or designee, including those related to functions and activities outside normal duties and hours of work.

ORGANIZATIONAL RELATIONSHIP

The Homeliving Assistant reports directly to the Homeliving Manager.

NECESSARY QUALIFICATIONS

1. Must have at least 32 post-secondary semester hours (or 48 quarter hours) in an applicable academic discipline, including fields related to working with children, such as, child development, education, behavioral sciences and cultural studies (25 CFR 36.75)
2. Two (2) years' experience working with children.
3. Knowledge and familiarity with the Navajo language, culture and people preferred.
4. Successful completion of all interviews, background checks, and fingerprint clearance requirements, and submission of all required employment-related documents and forms.

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5. Successfully pass background investigation by demonstrating a successful work history at the last three (3) employers and for at least the past five (5) years. A successful work history includes positive evaluations, positive conclusion to the employment relationship and successful multi-term employment in which goals were achieved.
6. Must work flexible work schedule, including night, split and day shifts, by a Tour of Duty Schedule.
7. Must be physically fit to stand, walk, bend, stoop, stretch, and lift fifty pounds.
8. Must be mentally fit to deal with children, to exercise practical guidance techniques and problem solving techniques.
9. Must be tactful, courteous, patient and capable of dealing with students of varying ages and learning levels.
10. Hold and maintain a valid Arizona motor vehicle operator's license and a driving record satisfactory to the School's insurance company.
11. Valid driver's license; valid CDL preferred.
12. Must successfully complete First Aid and CPR, Security Awareness and Defensive Driving training.

CERTIFICATION

The statements outlined in this position description are intended to describe the general nature and level of work being performed by people assigned to this position. This is not intended to be construed as an exhaustive list of all responsibilities, duties and skills that may be required. This position description is subject to review and change.

I received a copy of my position description and carefully reviewed the above description of the qualifications, duties and responsibilities of this position and certify acceptance of this description as complete and accurate.

Employee signature

Date

Supervisor signature

Date