

**OUT OF DISTRICT POSITION ADVERTISEMENT: CLASSIFIED**

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**Position RESIDENTIAL SUPERVISOR (GIRLS DORM) NIGHTTIME**

**Department / Site DISTRICT OFFICE READY PROGRAM**

**Qualifications** High School Diploma or GED Equivlant required.  
Ability to live and work in a cross-cultural, rural Alaskan environment.  
Must pass a criminal background check.

- 1. Preference will be given to applicants with documented successful experience in supervision of a college or high school dormitory, or 3 years successful work with adolescents in a school setting.
- 2. Must be student centered, motivated and have the ability to work in a rapidly changing environment.
- 3. Must possess sensitivity to and understanding of multicultural issues and support a diverse, inclusive environment.
- 4. Applicants may not possess or use alcohol/marijuana/illegal drugs while living in the dorm housing. As per district policy: All LKSD/Yuut Elitnaurviat facilities are tobacco free, including dormitories.
- 5. Teaching or work experience with teens preferred.
- 6. Drug and alcohol counselor experience preferred.
- 7. Work experience with disadvantaged students preferred.
- 8. Transportation/logistics background preferred.
- 9. Yup'ik language speaker preferred.
- 10. Valid Alaska driver's license required.
- 11. Candidates should be able to lift up to 50 pounds.
- 12. Candidates should be able to walk up and down a flight of stairs several times a day.

**Duties:**

- 1. Maintain a clean dorm environment. Supervise students in their performance of housekeeping details and room cleaning.
- 2. Supervise meals and provide accurate meal count numbers for cooks. Arrange to-go plates for students unable to attend meal times due to illness, work, or community service.
- 3. Conduct bed checks each night at dorm closing.
- 4. Track permission slips/phone calls from parents/guardians for weekend checkouts and/or contact villages to determine student's safe arrival.
- 5. Maintain check-out/check-in procedures and conduct periodic room checks to ensure all students are accounted for at all times.
- 6. Administer discipline in cases of minor infractions of dorm rules (follows Code of Conduct). Contact parents as necessary.
- 7. Function as an informal counselor.
- 8. Advise dormitory administrator of any consistent infractions of dorm rules.
- 9. Refer sick students to appropriate medical facility and check regularly on students who miss school because of sickness. Accurately document and administer medication to students.
- 10. Distribute, launder, and collect dorm bedding as needed.
- 11. Address safety and security concerns immediately. Act as dorm security for unwelcome visitors, referring any serious situations to dormitory administrator or appropriate law enforcement.
- 12. Participates in dorm parent meetings, training, and/or counseling sessions. Must pass DHSS Medication Administration training, First Aid/CPR class, Nonviolent Crisis Intervention training, and other when made available. We recognize these courses may not be available at time of employment, but must pass the first available course training.
- 13. Make, assign, distribute, and collect student dorm keys.
- 14. Keeps inventory of building items.
- 15. Plan and lead weekend student activities as assigned.
- 16. Make weekly reports to parents.
- 17. Other duties as assigned.

**Terms of Employment** Full Time Permanent 87.5 Hr/Wk 2 week on 2 weeks off

**Salary** Range 12 /A \$26.92 or \*As per the LKSD / LK-NEA Negotiated Agreement

**Closing Date** Open Until Filled

Applications may be requested from: LKSD/Personnel Department, PO Box 305, Bethel, Ak 99559 (907) 543-4886 and FAX (907) 543-4900. Download an Application at [www.lksd.org](http://www.lksd.org). The Lower Kuskokwim School District is an EEO, Affirmative Action Employer.

**If you are applying for a position that requires typing skills, we must have a typing test on file before 3:00pm on the closing date.**