

PINON COMMUNITY SCHOOL BOARD, INC.
POSITION DESCRIPTION

POSITION TITLE:	RESIDENTIAL PROGRAM ASSISTANT (Day/Night Shift)	FLSA:	NON-EXEMPT
CONTRACT TERM:	10 MONTHS	DATE APPROVED:	05/09/23

POSITION SUMMARY: Under the general supervision of the Residential Program Manager, performs a variety of tasks and activities to provide a supportive and caring environment for all residential students.

REQUIRED TRAINING:

- Attend BIE Mandated SCAN Training
- Attend 2 hours of Sexual Harassment Training
- Complete BIE Mandated Security Awareness Training
- First Aid/Safety/Emergency & Crisis Preparedness
- CPR - Automated External Defibrillator
- Student Checkout Policy
- Confidentiality (Health Information Privacy Act and the Family Education Right to Privacy Act.)
- Medication Administration
- Student Rights
- Child Abuse Reporting Requirements and Protection Procedures
- Suicide Prevention

Training annually:

- De-escalation/Conflict Resolution
- Substance Abuse Issues
- Ethics
- Parenting skills/Child Care
- Special Education and Working with Students with Disabilities
- Student Supervision Skills
- Child Development (recognizes various stages of development in the student population)
- Basic Counseling Skills
- Continuity of Operations Plan (COOP)
- Defensive Driving Certificate
- Safe Schools Training
- BIE ISEP Training
- NASIS Attendance Training
- Janitorial and solution Training
- Educational Training, general computer training (Microsoft, email)

DUTIES AND RESPONSIBILITIES:

1. Performs customer service skills and communicates with parents and staff.
2. Performs basic First Aid and/or medical attention to ill and/or injured students; refers ill and/or injured students to local public health services as appropriate based on assessed need; administers prescription and non-prescription medications to students in accordance with physician orders and parent's permission; maintains current records of all medication and related health care provided. Required to accompany the student during transport in an ambulance in emergency situations.
3. Implements established programs and services for the development of student life skills to achieve stated goals, objectives, and the mission of Pinon Community School.
4. Mentors, coaches, and leads students to complete all academic assignments; provides routine and basic instructional guidance to students when needed; ensures productive and academic activities during study hours.

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5. Provides guidance, mentorship, coaching, leadership, and counsel to students to gain the cultural understanding and integration of culture into their lives.
6. Participates with students in various clubs, organizations, events, and programs in conjunction with residential students' interests; provides guidance, mentorship, coaching, leadership, and counsel to students to gain cultural understanding and integration of culture into their lives.
7. Maintains student accountability always by making periodic visual observations and conducting student roll calls during shift schedule.
8. Night attendants must physically check student rooms once every hour between the time the lights are turned out at night and the students are awakened in the morning.
9. Follow Student Check-out Policy. Provides close supervision and monitoring of all assigned residential students; enforces appropriate disciplinary rules and measures; completes referrals of behavioral problems to the Residential Program Manager and Counselor Technician.
10. Monitors and instructs students during routine personal hygiene functions and cleaning of individual residence areas; notifies all appropriate persons in all emergency situations for prompt attention. Awaken all the students, so they get ready for school. Encourage good hygiene and grooming.
11. Supervises and/or perform necessary housekeeping duties to maintain the dorm in a safe and attractive condition for a comfortable living environment for residential students.
12. Make a thorough check of the dormitory to see that all rooms are neat and clean and that all details have been done. The Residential Program Assistant must attend to any shortcomings. Turn off lights and any radios or appliances that may have been left on by students. Be observant of any safety issues.
13. Fill out Facility maintenance work orders when necessary.
14. Will review the Office of Environmental Health (OEH) Safety report and abate identified deficiencies.
15. Record morning student activities issues and problems; record daily student activities on an hourly basis; issues and problems; report and document all cases of student incidents for example, insubordination, and AWOP, missing from the dorm premises to the immediate supervisor and/or security.
16. Maintains confidentiality and respects student privacy and adheres to Student Handbook.
17. Participates in staff meetings to discuss upcoming events, programs, and concerns.
18. Communicates with co-workers and supervisor on daily activities through written and oral communications and adheres to school protocol; reads the logbook carefully and records all necessary information in the logbook. Meets with colleagues during the transition of duty to discuss student issues and unfinished tasks from the evening. Clean assigned areas within the dormitory. Demonstrates high-level employee morale to provide a productive home living atmosphere.
19. Input attendance into the Native American Student Information System (NASIS).
20. Input student attendance into BIE Cards.
21. Shall support the School Mission Statement, Personnel Policy, and Procedures, and support the Residential Program Manager and Supervisors.
22. Attend Professional Development and School Improvement Work Sessions.
23. Transport residential students to and from feeder Schools.
24. Communicate with the supervisor, parents, students, and staff in a respectful manner and with mature behavior in dealing with an ambiguous situation.
25. Encourage positive communication with teachers, tutors, support staff, an outside entity,
26. Engage with student schedule activities during the school year.

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27. Provides timely information to the designee. Provide direct student supervision, document any unusual behavior, make referrals, and follow up on any referrals.
28. Will provide COGNIA evidence in each standard and indicators for each fiscal year.
29. Performs other duties as assigned by the Supervisor or Designee.

QUALIFICATION REQUIREMENTS:

1. Education: Requires 32 college credit hours in an applicable academic discipline, including fields related to working with children, such as child development, education, behavioral sciences, and cultural studies; Preferred an AA in early childhood education or counseling.
2. Experiences: Three (3) years of Residential Program experience.
3. First Aid/Safety/Emergency & Crisis Preparedness, CPR, External Defibrillator, and First Responder.

KNOWLEDGE, SKILLS, AND ABILITIES:

- a. Knowledge of 25 CFR § 36.72; 25 CFR § 36.75; CFR § 36.74 for Homeliving Program.
- b. Knowledge of Pinon Community School Board’s mission, goals, objectives, policies, and procedures.
- c. Knowledge of BIE SCAN policy and procedures.
- d. Knowledge in administering First Aid, CPR, Safety, and Emergency & Crisis Preparedness; must have current Food Handler Card.
- e. Knowledge of Confidentiality Health Information Privacy Act and the Family Education Right to Privacy Act.
- f. Knowledge of basic understanding of the residential environment; student rights and student check-out procedures and policy.
- g. Knowledge of the Navajo language, culture, and sensitivity of Native American Culture Programs and perspectives.
- h. Knowledge of the principles and methods of basic counseling.
- i. Knowledge of some medical experience preferred.
- j. Ability to maintain, confidentiality and comply with HIPAA and all other compliance standards.
- k. Ability to function well in a high-paced and at times stressful environment.
- l. Knowledge and support of the PCS mission and vision statement.
- m. Skilled in applying age-appropriate disciplinary and/or corrective measures.
- n. Skilled in establishing and maintaining effective communication with teammates and others in a courteous and professional manner.
- o. Skilled in the safety procedures of fire drills, evacuations, accidents, and emergencies; proper use of all medical equipment supplies.
- p. Skilled in operating computers and use of various software applications.

Condition of Employment: Subject to background investigations as required by P.L. 101-647 to determine suitability for employment.

Fingerprint Clearance Card: All employees, School Board members, and volunteers as noted in the Indian Child Protection and Family Violence Prevention Act set forth at 25 U.S.C. § 3201 et seq. and as further defined in 25 C.F.R. § 63-10 et seq., and the Crime Control Act of 1990 set forth at 42 U.S.C. § 13401 et seq., shall successfully complete a background check to include criminal history checks conducted pursuant to fingerprints checks as set forth in the above-noted

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laws and regulations to include applicable federal, state, and tribal jurisdictions. Employment shall not be offered to applicants who fail to meet the standards set forth in the above-note laws. All teachers and individuals that work at Pinon Community School are required to have an active fingerprint clearance card prior to employment. This is to determine the employee’s suitability, character, reputation, and trustworthiness is not in question to have Identity Verified Prints (IVP) fingerprint clearance card on file. The fingerprint clearance card will be periodically updated every five (5) years for the status of current IVP fingerprint clearance cards.

Physical examination: Physical examination is required within thirty (30) calendar days of employment. After an offer has been made to an applicant in designated job categories, a medical examination will be performed by a health professional of the school’s choice, at the school’s expense. The offer of employment and assignment to duties is contingent upon the results of the medical examination. Information on an employee’s medical history or results from an examination will be filed and maintained separately from the employee’s personnel file. The school may require an employee to undergo a medical examination, including random drug and alcohol testing, at any time that the school questions the employee’s ability to perform his or her assigned duties, or questions whether the employee may be a direct threat to the health or safety of the employee or others. An employee’s refusal to submit to testing under this policy is grounds for discipline, including termination.

Physical Effort: Frequently lifting and moving objects weighing over 50 pounds.

Performance Evaluation: This position is subject to a ninety (90) probationary period evaluation and will be conducted within 30 days at the conclusion of the probationary period for the newly hired employee; then subject to bi-annual performance evaluation for contract renewal or non-renewal consideration.

SUPERVISOR: Residential Program Manager

CERTIFICATION

I have received a copy of my position description and certify that this is an accurate statement of the major duties and responsibilities of this position. I understand that I will perform these duties and responsibilities.

Employee Signature

Date

Concur by: _____

Date