

JOB DESCRIPTION

TITLE DORMITORY SUPERVISOR

QUALIFICATIONS:

1. Compliance with Adrian School District No. 61 requirements.
2. Demonstrated aptitude or competence for assigned responsibilities.
3. Such alternatives to the above qualifications as the Board may find Appropriate and acceptable

REPORTS TO: Superintendent/Principal

JOB GOAL: Live in a dorm setting and supervise male and or female dormitory students. Responsible for establishing and maintaining an approachable rapport with dormitory students and providing and maintaining a framework of regulations and organized procedures within which the dormitory students will live in an environment conducive to the fulfillment of those educational objectives for which Adrian High School exists.

PERFORMANCE RESPONSIBILITIES:

1. Develops positive and respectful relationships with the students living in the dormitory.
2. Provides a safe and secure living environment in the dormitory for student residents so they can focus their attention on their educational program and requirements.
3. Works to establish and maintain open lines of communication with students, staff, and administrators.
4. Administers the dormitory and its program in all its facets.
5. Supervises the students, providing assistance, guidance, supervision, and making evaluations as necessary.
6. Interprets and implements Board policies and administrative regulations, working through the High School Principal or Superintendent.
7. Assumes responsibility for the attendance, conduct, dress and health of students.
8. Informs the superintendent about activities in the dormitory and makes reports as required.
9. Exercises decisive leadership in crisis situations.
10. Confers with parents and/or guardians of students in their charge.
11. Cooperates and coordinates with the school staff, when necessary, in the promotion of effective educational programs of the school as they pertain to the dormitory.
12. Handle repair and damage requests, working with custodial and maintenance staff in maintenance of dormitory and equipment.
13. Attend appropriate staff meetings and in-service seminars.

14. Coordinate the closing of the dormitory for vacation periods and return by the time the hall opens after vacations.
15. Manage and prepare meals, supervise serving of food and cleaning of dishes and equipment at the dormitory; and do other related work as required.
16. Prepare the appropriate lists for menu requirements and procurement of food, placing orders through the school's food service vendors and commodities whenever possible.
17. Schedule daily duties, assist, and instruct resident students in the methods and procedures of tasks assigned in the dormitory.
18. Work with and supervise the students in the cleaning of the kitchen, student rooms and dormitory in general.
19. Any other duties assigned by the Superintendent.
20. Supervisor must be at the dorm or with the students whenever students are expected to be home.
21. Dormitory Supervisor must report to the superintendent prior to any absences or time away from the dorm so that supervision can be maintained. The supervisor and the high school principal or superintendent will arrange for a substitute.