

ARTS SCHOOL RESIDENCE COORDINATOR

KIND OF WORK

Service work supervising residential students.

NATURE AND PURPOSE

Under general supervision, an employee in this class is responsible for the psychological and physical safety of students in the residence hall of the Perpich Center for Arts Education. It enforces dormitory policies and refers infractions and the most serious student problems to the Arts School Residence Director. Performs related work as required.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Collaborates with dorm staff to assess students' behaviors and social involvement, and health and safety issues to better provide a comprehensive support plan for students in regard to their personal development and general well being. This is done by communicating with parents, teachers, and student services; hosting weekly student group meetings; holding individual meetings with each advisee; and writing student progress reports.

Describes student concerns and needs to other residential staff so that proper follow-up is conducted. This is done by documenting all interactions and phone calls with students and parents in daily log book, informing nurse of all medical concerns, informing Health and Wellness counselor or Director of all emotional, safety or behavioral concerns.

Monitors dormitory buildings to ensure safety by locking doors, monitoring alarm systems, investigating and/or reporting unusual or suspicious conditions.

Supervises student workers by writing and implementing position descriptions, conducting performance evaluations, referring students to Residence Hall Director when disciplinary action is necessary.

Oversees the condition of the dormitory's physical property by maintaining inventories and filing reports; examining special equipment, furnishings and other property on a regular basis; informing Residence Hall Director of effectiveness of contracted services.

Conducts physical plant checks to ensure residence hall areas comply with all health, fire and safety regulations by ensuring security of windows and screens; checking for odors, damage to property and smoke alarms; submitting maintenance requests for repairs.

Designs, develops and implements late-night activities for students by coordinating weekly on-campus activities such as movie night, pool tournament, dances, computer training sessions; transporting students to off-campus events; keeping inventory of activity equipment and checking out to students upon request.

Reacts to all crisis situations as outlined in the Staff Handbook.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Adolescent physical, social and personal growth patterns and needs sufficient to understand and empathize with their needs and concerns.

First aid techniques sufficient to respond to emergencies and minor injuries.

Community health, safety and recreational services sufficient to access them effectively.

Personal boundary issues related to adolescent and adult interactions sufficient to foster healthy relationships with students.

Skill in:

Driving an automobile sufficient to transport students and staff to school sponsored events.

Oral communications sufficient to communicate effectively with adolescents, staff, and parents.

Written communications sufficient to maintain records on students, the physical plant, equipment, or supplies.

Ability to:

Plan and interact with school professionals.

Act quickly and decisively when students are in jeopardy or when students violate school policy.

Identify and take appropriate action concerning problems with the physical plant.

Est.: 5/89
Rev.:

T.C.:
Former Title(s):