



SHIPROCK ASSOCIATED SCHOOLS, INC.

P.O. BOX 1809

SHIPROCK, NM 87420

Phone: (505) 368-2100 | Fax: (505) 368-2076

www.sasischools.net

Residential Monitor Position Description

Department	Residential	Reports To	Residential Manager
Salary Range	Based on appropriate salary structure	Classification	Non Certified
		Supervises	
Contract Days	210	Effective Date	
Type of Position		Revised Date	March 17, 2023

PERFORMANCE EXPECTATIONS

In performance of their respective tasks and duties all employees at the Shiprock Associated Schools, Inc. (SASI) are expected to conform to the following:

- Adhere to all Shiprock Associated Schools, Inc. policies and the professional and ethical behavior standards of public education.
- Interact in an honest, trustworthy and dependable manner with students, teachers, administrators, parents and the community.
- Abide by all applicable Public Education standards and Navajo Nation Laws.
- Possess cultural awareness and sensitivity.
- Maintain a valid insurable driver's license.

POSITION PURPOSE

This position teaches SASI Residential Students skills that will help shape and guide their social emotional and academic growth in a nurturing home-like environment.

ESSENTIAL DUTIES, FUNCTIONS AND RESPONSIBILITIES

- Complies with and supports all Shiprock Associated Schools' policies and procedures.
- Integrates SASI Dine Norms (Ke', Saad, Ajooba') philosophy, the school philosophy and the SASI Mission Statement, and the SASI Vision Statement in the work environment.
- Works on call for any emergency as required.
- Reports and submits Intervention Referral Form, Student Incident Referral Form, and

- Suspected Child Abuse and Neglect (SCAN) report in an appropriate and timely manner.
- Identifies and reports any significant student behavior(s) to the Dormitory Manager or the Counselor.
- Assumes responsibility for compliance with drug & alcohol policies, health & safety rules, fire drills, and disaster/crisis and emergency protocols.
- Maintains confidentiality for all student records.
- Monitors and maintains a student activity log in all aspects of resident hall life.
- Assists with student admission, room assignment, and room inventory.
- Provides wake up calls as scheduled, and monitor students.
- Assists with proper student check-out and check-in procedures as written via policy.
- Provides educational presentations by use of power point as appropriate, and facilitate Intensive Residential Guidance Sessions, as scheduled.
- Assists with and monitoring educational support services (tutor), daily life skills teaching, indoor/outdoor recreational activities, cultural teaching (Dine Norms), health and wellness activities, art and craft activities, student social events, and with food preparation at Sunday Supper or student events. Transports students on and off campus, and to student participation activities, as appropriate.
- Assists in developing student clubs, groups, and organizations. Includes student sponsored events during holidays and special school related functions.
- Assists and or transports student(s) to Northern Navajo Medical Center or the nearest hospital for medical needs.
- Assists with basic home living instructions (personal hygiene and daily cleaning chores).
- Maintains daily dorm log, visitation log, daily dorm narrative, and document all student concerns (Student Grievance Form) in writing to the Dormitory Manager.
- Monitors the safety of dormitory students, colleagues, building, facilities, equipment.
- Conducts random room searches; upon the students return to the dorm from weekends and/or upon suspicion of illegal activity, SASI security will be contacted as needed. Reports of all incidents will be reported to Dormitory Manager, parent/guardian, and the law enforcement agency as appropriate.
- Submits work orders to Dormitory Manager to repair broken furniture, fixtures, plumbing, electrical concerns and overall ground keeping needs of dormitory campus.
- Follows and supports all accommodations as specified in an IEP when working with a student in Special Education. Attends IEP meetings when scheduled.
- Attends all required trainings and associated meetings or appoint a designated representative.
- Provides a safe and clean work environment with the assistance of Facilities.
- Assumes responsibility for his/her professional growth through on-going training, professional development days, licenses, and/or advanced coursework at institutions of higher learning.
- Performs other duties as assigned, within your scope of practice.

MANDATORY MINIMUM QUALIFICATIONS

Experience:

Two (2) years of direct work experience.

Education:

Associate’s Degree in education or related field or a minimum of 32 college credit hours.

Mandatory Knowledge, Skills, Abilities and Other Qualifications:

- Excellent customer service and interpersonal relationship skills.
- Familiar with Google Work Space (Google Doc, Google Sheets, Google Forms, etc.)
- Ability to provide an updated immunization record annually.
- Must possess strong written and verbal communication skills.
- Ability to organize and prioritize work and to meet deadlines.
- Must have or able to obtain First Aid/CPR certification and a Navajo Nation food handler’s permit.

PREFERRED QUALIFICATIONS

- Bilingual (Diné/English).

ENVIRONMENT

The physical demand and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must lift and/or move 50 to 100 pounds, and may assist, move, or restrain students with greater weight when required to intervene in student safety issues. May be required to move light furniture.

While performing the duties of this job, the employee is frequently required to sit, lift, carry, move about, hear, and speak. Employee may require performing extensive work at a computer display terminal.

May be required to break up fights.

While performing the duties of this job, the employee may occasionally work in outside weather conditions and be exposed to wet and/or humid conditions, temperature fluctuations, fumes or airborne particles, toxic or caustic chemicals commonly used in instruction and/or cleaning. It may be expected that the individual could be exposed to blood or other potentially infectious materials during their duties. The employee may be exposed to infectious disease as carried by students.

The employee may be exposed to bodily fluids and waste while performing duties in life skills, multi-handicapped, and some one-on-one situations.

The employee may be required to travel in school owned or leased vehicles while supervising and assisting students. Overnight travel may be required.

While performing the duties of this job the employee is regularly required to: walk, sit, use hands and fingers, reach with hands and arms, talk and hear. May be required to stand for long periods. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus.

Evaluation:

Performance of this job will be evaluated in accordance with provisions in the Governing School Board approved SASI policies and procedures.

Mental Demands:

There are several deadlines associated with this position. The employee must also multi-task and interact with a wider variety of people on various and, at times, complicated issues.

NAVAJO PREFERENCE

SASI and its facilities are located within the Navajo Nation and, in accordance with Navajo Nation law, has implemented a Navajo Preference in Employment Policy. Pursuant to this Policy, applicants who meet the minimum qualifications for this position and who are enrolled members of the Navajo Nation will be given primary preference in hiring and employment for this position. Other candidates will be considered only after all candidates entitled to primary preference have been fully considered.

OTHER

All employees must fully uphold all principles of confidentiality and student care. This position has access to sensitive information and a breach of these principles will be grounds for immediate termination.

Disclaimer: The information on this position description has been designed to indicate the general nature and level of work performance by employees in this position. It is not designed to contain, or be interpreted as, a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position. Employees will be asked to perform other duties as needed.

Reviewed By: _____

Title: _____

Approved By: _____

Title: _____

ACKNOWLEDGMENT

I have reviewed the content of the Residential Monitor position description and have been provided a copy of the description. I certify that I am able to perform the essential functions of this position as outlined in this description, with or without reasonable accommodation.

Describe any accommodations required to perform these functions:

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Employee (printed name)	Employee (signature)	Date
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Supervisor (printed name)	Supervisor (signature)	Date