DEPARTMENT OF EDUCATION
STATE OF HAWAII
CIVIL SERVICE

Specifications for the:

SCHOOL DORMITORY SUPERVISOR

Duties Summary:

This position works in a boarding facility of a secondary school. As a working supervisor, the position is responsible for the overall supervision of the staff and students of the boarding facility; planning and implementing activities to enhance the students' social and emotional development through instruction, guidance, and assistance in practical life activities and social interaction; the physical care and supervision of the students on a shift; and maintenance of the dormitory. The position may be required to work on shifts, including split shifts, evenings, weekends, and holidays.

Distinguishing Characteristics:

The main functions of this position are to provide oversight and supervision of the school dormitory attendants and student boarders; provide oral and written instructions on policies and procedures; implement §8-19, Hawaii Administrative Rules; create and maintain the school dormitory attendant's schedules; and communicate with the school administrators, school dormitory attendants, student boarders, and parents.

Examples of Duties: (Positions may not be assigned all the duties listed, nor do the examples necessarily include all the duties that may be assigned. The omission of specific statements does not preclude management from assigning duties that are logical for the position. The classification of a position should not be based solely on the examples of duties performed.)

1. Work with the administrator of the Boarding Program to develop the work schedule for the dorm attendants.

2. Discuss overall issues/problems regarding the Boarding Program with professional and administrative staff.

3. Assist in the selection of new dormitory attendants.

4. Provide orientation and other on-the-job training to new dormitory attendants and instruct other dormitory attendants, as needed.

5. Assign work to dormitory attendants and observe and review their work.

6. Instruct and guide student boarders in all dormitory and related activities. Assist them in their social adjustment and personal independence.

7. Plan and supervise social activities and programs. Plan and arrange with volunteer groups regarding on-and-off campus activities.

8. Observe and participate in student boarders' academic and social development with teaching staff, as appropriate. Advise student boarders on interpersonal relations.

9. Write dormitory progress reports for each student boarder assigned, as needed.

10. Monitor and help student boarders with homework. Assist with academic concerns and obtain tutoring for student boarders who need additional help. Supervise student boarders' work study activities.

11. Check on personal cleanliness, dressing and grooming, orderliness, and the carrying out of assignments by student boarders.

12. Provide oral and written instructions on any illnesses and/or accidents. Contact administrators, nurses, or others when an illness and/or accident occurs.

13. Administer medications in accordance with instructions from the health aide and physicians, as appropriate.

14. Perform basic first aid as necessary and take student boarders to the doctor; make arrangements for student boarders who are too ill to remain in the dormitory.

15. Provide written guidelines on safety practices for staff and student boarders. Work with school administration to implement directives regarding student safety and well-being in the Boarding Program.

16. Follow emergency procedures in accordance with the dormitory manual and Department policy in the event of fire/disaster, power outage, medical emergency, etc.

17. Maintain logs and write incident reports, including for attendance, accidents and illness. Prepare overtime (detention), overnight, and weekend lists.

18. Work with the school administration to ensure the implementation of Chapter 19 disciplinary procedures in the dormitory. Document and submit disciplinary referrals to school administration.

19. Confer with parents, as necessary.

Other Duties:

In addition to the key duties and responsibilities, this position may be assigned to:

Check supplies and equipment needing repair or maintenance in the dormitory; order supplies and schedule repairs or maintenance for equipment; inspect student boarder's dress and personal appearance; under the supervision of the administrator, perform CPR, as necessary; attend staff meetings; and perform other related duties as assigned.

Controls Exercised Over the Work:

The school principal, vice principal in charge of dormitory operations, or other administrative personnel provides supervision and general direction to the position.

Qualifications Required:

Experience and Essential Knowledge and Abilities: One year of work experience which involved responsibility for independently providing the full range of services (i.e., physical care and supervision of students; planning and providing for their personal, recreational, and social needs). Such experience must have been comparable in scope and complexity to the full performance of a school dormitory attendant and demonstrated knowledge of basic spoken and written English; basic first aid and CPR; and the ability to plan, organize, and supervise dormitory and related social, recreational, and personal activities; maintain personal hygiene; participate in work scheduling and planning; provide orientation, on-the-job training, and guidance to school dormitory attendants; deal effectively with conflicts; understand and follow oral and/or written instructions; prepare reports and maintain logs and records; participate in a variety of housekeeping chores; supervise the student boarders in their personal and household routines; deal effectively with student boarders and dormitory attendants; and maintain effective relationships with parents and staff members.

Applicants must also possess supervisory aptitude. Supervisory aptitude is the demonstration of aptitude or potential for the performance of supervisory duties through successful completion of regular or special assignments which involve some supervisory responsibilities or aspects; by serving as a group or team leader or in similar work in which opportunities for demonstrating supervisory capabilities exist; by completion of training courses in supervision accompanied by application of supervisory skills in work assignments; or by favorable appraisals by a supervisor indicating the possession of supervisory potential.

Physical Requirements: All employees must be physically able to perform the essential duties of the position. The general types of physical abilities involved, and examples of the tasks requiring these abilities, follow:

Sensory: Distinguishing the color, size, and shape of various medications; and read typewritten and/or handwritten material.
Mobility: Keep up with and chase after students.

Certification Required:

Applicants must possess or obtain during the probationary period:

1. A current Basic First Aid or a Standard First Aid Certificate, such as that provided by the American Red Cross.

2. Current certification in child and adult cardio-pulmonary resuscitation.

License Required:

Applicants must possess a valid license to drive in the State of Hawaii.

Selective Certification:

Specialized requirements may be necessary to perform the duties of some positions. For such positions, selective certification requirements may be established and certification may be restricted to eligible applicants who possess the pertinent qualifications to perform the duties of the position.

Schools requesting selective certification must show the connection between the requirement on which they wish to base selective certification and the duties of the position to be filled.

Tests:

Applicants may be required to qualify on an appropriate examination.

This is the first specifications for the new class, SCHOOL DORMITORY SUPERVISOR.

DATE APPROVED: Jul 28, 2022

A. Dayton for S. Bacon
A. Dayton for S. Bacon (Jul 28, 2022 13:32 HST)

Sean Bacon
Interim Assistant Superintendent
Office of Talent Management

EFFECTIVE DATE: August 1, 2022