

**EDUCATIONAL SERVICE UNIT #4
NEBRASKA CENTER FOR THE EDUCATION OF CHILDREN
WHO ARE BLIND OR VISUALLY IMPAIRED**

JOB DESCRIPTION

JOB TITLE: Residential Assistant
DEPARTMENT: Residential Services
REPORTS TO: Residential Supervisor

**MINIMUM
REQUIREMENTS:** High School Diploma.

**PREFERRED
REQUIREMENT:** Residential care, paraeducator or childcare experience in the area of special populations.

**KNOWLEDGE, SKILLS
AND ABILITIES:**

Knowledge consultation protocol and process of calling on LEAs, ESUs, and parents; basic technology for documentation and communication; facility operations; instructional techniques and principles of child development.

Basic **skills** related to problem-solving, time management, organization, and communication; presenting educational content to students; self-motivated and self starter; flexible; and work cooperatively with others as a team player.

Ability to operate a personal computer in order to complete all functions of daily operations and communication related to the job position; and willingness to learn Braille; learn current technology devices and applications specific for those with disabilities; follow written and verbal instructions; physical ability to lift and/or transfer students; be dependable and prompt in work attendance; present a positive role model for students.

Coordinate with other professional and support staff in providing best practices for students; involvement in professional development activities and network with others; and maintain confidentiality of student records.

Completion of required training including: State of Nebraska Defensive Driving Course; Pupil Transportation Courses and Permits (may include small vehicle and school mini bus); CPR Certification and Medication Administration; Suicide Prevention, and online Blindness Basics Course.

Represent the Nebraska Center for the Education of Children Who Are Blind or Visually Impaired in a professional manner in dress, attitude, and actions.

**PRIMARY
FUNCTION:**

Maintain a safe and secure environment for all students in the dormitory unit. Assist students in reaching their maximum potential by reinforcing the strengths of each student while recognizing each individual's limitations. Treat all students with dignity and respect.

**DUTIES AND
RESPONSIBILITIES:**

1. Arrive at work area promptly to exchange pertinent information with previous shift staff.
2. Implement each student's educational, social, and behavioral goals and objectives as established by the IEP process. Document student progress.
3. Know emergency procedures for tornado and fire. Know telephone numbers for Residential Supervisor, Principal, School Nurse, Facility Maintenance Workers, Campus Administrator, Principal, Fire, Police, and Rescue Personnel.
4. Assist and/or supervise students with personal hygiene, room and clothing maintenance, and meal routines. Feed students who are physically unable to feed themselves.
5. Coordinate completion of teacher assigned homework through scheduling and supervising study periods for students. Assist students in developing positive work and study habits.
6. Utilize technology to effectively communicate with all staff members regarding student progress and activities.
7. Implement activities that promote community interaction with students. These activities may include sporting events, church activities, public school programs, scouts, etc.
8. Plan, implement, and supervise dormitory unit activities; transport students to activities, community outings, meetings, and to meet parents.
9. Ensure students maintain regular contact with family and friends by assisting with telephone calls, emails and other communication modes.

10. Provide appropriate discipline when necessary and implement measures to help students manage own behavior.
11. Administer prescription and non-prescription medications as directed by the school nurse. Perform basic health maintenance procedures as assigned by the school nurse. These procedures may include taking temperatures, giving suppositories, changing bandages, administering medications, etc.
12. Represent the dormitory at meetings as directed by the Residential Supervisor or Campus Administrator.
13. Participate in staff development/in-service trainings as appropriate and/or required.
14. Perform related work and other assigned duties as required by the Residential Supervisor or Campus Administrator
15. Respond to inquiries concerning students in a confidential manner.
16. Maintain cleanliness and sanitation of dormitory by doing basic cleaning tasks as necessary or as assigned by the Residential Supervisor.

SALARY:

Negotiable; 185 day school year contract with additional summer hours possible