

Hunters Point Boarding School, Inc.



Position Description SY 2025-2026

POSITION TITLE:	Residential Assistant/Part-time	CONTRACT TERM:	10-Month
SUPERVISOR:	Residential Manager	CLASSIFICATION:	Non-Exempt
SALARY:	Classified	DATE APPROVED:	2/14/2024

PRIMARY RESPONSIBILITY:

The employee will work under the supervision of the Residential Manager and perform childcare related duties in a dormitory environment. Their responsibility is to ensure a balanced residential life for students on a 24-hour basis, five days a week.

QUALIFICATIONS:

1. A minimum of 32 college credit hours of early childhood education or related field is required.
2. Two (2) or more years of experience in elementary education or residential experience is preferred.
3. Must possess computer literacy skills and be proficient in the use of a variety of software.
4. Knowledge of NASIS program is a plus.
5. Excellent communication skills are a must-have
6. Must be able to work on a rotating schedule weekday/weekend, nights, split, and day shifts which may include weekends.
7. Must have or be able to obtain First Aid/CPR certification, Defensive Driving- GSA certification, and a Food Handlers Permit upon hire.
8. Pass a comprehensive background check by meeting the minimum standards of character as defined by the Indian Child Welfare and Protection Act.
9. Knowledge of the Navajo and Culture is recommended.
10. Meet the minimum physical requirements to be able to stand, walk for extended periods and lift 20 pounds.
11. Possess a valid Driver's License with an insurable driving record.
12. Navajo speaking language skills are preferred.

RESPONSIBILITIES AND DUTIES:

1. Provide practical guidance and support to students in a variety of areas such as homesickness, discipline, and personal hygiene.
2. Help prepare, arrange, and maintain indoor and outdoor activity areas.
3. Work with the Residential Manager and parents to develop strategies to care for special needs or at-risk students.
4. Assist the Residential Manager in establishing, maintaining, and operating a variety of Learning Centers to support student learning.

5. Administer first aid to children, observe for symptoms of illness, and may administer medication under the supervision of the Residential Manager.
6. Supervise student details in maintaining the dormitory in a clean, orderly, and safe condition.
7. Supervises students during activities including field trips, outings, and special events.
8. Perform housekeeping duties such as mopping, dusting, washing windows, doing laundry and other duties as required.
9. Conduct home visits and transfer students home when necessary.
10. Enforce school's approved discipline plan when necessary.
11. Provide quality customer service.
12. Exhibit professional competent standards and behavior expected of staff at Hunters Point Boarding School, Inc. in accordance with the HPBSI Policy and Procedures Manual.
13. Exhibit cultural sensitivity and respect for all individuals at Hunters Point Boarding School, Inc.
14. Comply with all provisions in the HPBSI Policy and Procedures Manual and any duly adopted Governing Board amendments, directives, and policy modifications.
15. Promote and protect the safety and welfare of all Hunters Point Boarding School, Inc. students, staff, and stakeholders.
16. Report any problems that may be a threat to the safety and well-being of HPBSI students, staff, stakeholders, or visitors.
17. Use and maintain any HPBSI property or equipment in good working order and report any problems to the appropriate supervisor.
18. Be knowledgeable and participate in guidelines stated in the HPBSI Re-entry Plan, and Continuity of Operations Plan (COOP) as necessary.
19. Maintain confidentiality as outlined in the HPBSI Policy and Procedures Manual.
20. Perform additional duties as assigned.

PERSONNEL EVALUATION:

The Performance of this position will be evaluated according to the guidelines outlined in the HPBSI Policy and Procedures Manual. This position description may be subject to review and change as approved by the Governing Board. This position is dependent on available funds.

ACKNOWLEDGEMENT

By signing below, I confirm that I have read and fully understand the position description. I agree to perform the duties and responsibilities outlined in this position description and confirm that I meet the minimum qualifications required for this position.

EMPLOYEE SIGNATURE

DATE