

**INDIAN BOARD OF EDUCATION**  
**PIERRE INDIAN LEARNING CENTER**

**JOB TITLE**                    WING SUPERVISOR- SALARIED OFF-SCHEDULE

**DEPARTMENT**            RESIDENTIAL

**SUPERVISOR**              RESIDENTIAL DIRECTOR

**QUALIFICATIONS:** (List minimal requirements, education & experience)

Bachelor's degree preferred; may consider high school diploma or GED and one year experience in working with children in a residential setting or combination of education and experience. Some knowledge of child development and parenting skills. Ability to interact with adults and students. Extend consistency in student supervision and active listening skills. Must have the ability to relate in an effective professional manner. Experience or training in the field of youth services. Will be required to hold a valid South Dakota driver's license.

**NATIVE AMERICAN PREFERRED.**

**JOB OBJECTIVES:** (Give summary statement of specific area of work).

See representative duties. \_\_\_\_\_

**NORMAL WORKING SCHEDULE FOR THIS POSITION:**

40 hours per week as scheduled. Will also be required to be on call as needed.

**GENERAL GUIDELINES:**

Incumbent will work within the general guidelines set forth in the Policies and Procedures established for the Pierre Indian Learning Center by the Indian Board of Education, under the general direction of the designated official of the Learning Center or his/her authorized representative.

**ACCOUNTABILITY:**

Incumbent will be directly responsible to the supervisor named above or his/her successor and shall be expected to exercise independent judgement and initiative in regard to work functions.

**INSERVICE TRAINING REQUIREMENTS:**

Incumbent shall attend all training sessions scheduled for his/her component or for the full staff of the Center to broaden his/her knowledge and understanding of PILC programs and operations and to contribute to program development.

**CONFIDENTIALITY:**

Incumbent shall maintain a professional stance on all occasions and shall maintain appropriate professional confidentiality.

**REPRESENTATIVE DUTIES:**

- Is specifically responsible to the Residential Program Director.
- Shall be on call essentially 24 hours a day should the need arise outside regularly scheduled working hours.
- Is responsible for the preparation and follow through of any reports requested by the Residential Program Director.
- Responsible for immediate follow-ups on student incident reports on an individualized basis, and submits accurate and precise reports.
- Supervises the work of all the staff members on his/her wing.
- Is responsible for all work schedules and the securing of substitutes when needed.
- Schedules and conducts wing meetings.
- Conducts performance evaluations for all employees under his/her supervision.
- Is responsible for all aspects of student dormitory life; for the maintenance of the students' rooms and all other dormitory areas; for the quality of life outside of the regular scheduled school hours.
- Is responsible for implementing and adhering to the daily program for the students in the dormitory and shall assign staff to coordinate the program.
- May on occasion be required to physically manage children through the ages of 6 and 16.
- Must be able to spend extended periods of time standing and walking, and be mobile enough to monitor students and ensure their safety.
- Must be able to lift 20 pounds.
- Will be required to become medication certified and to keep this certification current.
- Will be required to have a valid driver's license.
- May transport students with a GSA van/car.
- All other duties as assigned by the Residential Program Director.

4/2020