

INDIAN BOARD OF EDUCATION

PIERRE INDIAN LEARNING CENTER

JOB TITLE: RESIDENTIAL DIRECTOR- SALARIED OFF-SCHEDULE

DEPARTMENT: RESIDENTIAL

SUPERVISOR: SUPERINTENDENT

QUALIFICATIONS: (List minimal requirements, education and experience)

Master's degree in education, counseling, or social work is preferred. Minimum of Bachelor's Degree as required by CFR Title 25 Part 36, Subpart G. Knowledge of child development and counseling techniques. Individual must be skilled in communication, organization, management and supervision. Minimum of two years experience in working with youth, preferably in a residential setting.

NATIVE AMERICAN PREFERRED.

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

To supervise all dormitory programs at the Pierre Indian Learning Center.

NORMAL WORKING SCHEDULE FOR THIS POSITION:

As scheduled or 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.

JOB DUTIES:

- Supervises all residential programs and staff members.
- Responsible for program development and maintenance which includes early intervention services and the coordination of crisis intervention and prevention services.
- Promotes a positive social and emotional environment for students and staff.
- Focuses on reducing the incidence of negative student behaviors through developmentally appropriate support and intervention.
- Refers students with behavioral needs who require professional mental health care in cooperation with Superintendent and Principal.
- Develops, implements, and maintains student supports to address issues such as abuse, neglect, trauma, cultural conflict, and lack of school success in cooperation with mental health professionals, including the Behavioral Pediatrician.
- Plans and will be held accountable for all objectives and budgets for all residential activities.
- Evaluates all aspects of the residential program, including mandatory training, for accomplishment of stated objectives and adherence to federal regulations.
- Conducts weekly team meetings with all program managers.
- Will be required to transport students with a GSA car/van/bus.
- Will be required to have a South Dakota Drivers License.
- May be required to have bus driver's license.
- Performs other duties as assigned.

Updated 4/2020.