

STATE OF SOUTH DAKOTA CLASS SPECIFICATION

Class Title: House Parent Supervisor

Class Code: 70323

Pay Grade: GF

A. Purpose:

Supervises and participates in activities related to maintaining the health, safety, and comfort of students to ensure student's physical, medical, and educational needs are met at the schools for the deaf and visually impaired.

B. Distinguishing Feature:

The House Parent Supervisor supervises a group of three to twelve House Parents in a residential setting and is responsible for the day-to-day activities that occur in a dormitory. These activities are centered around the students' emotional, physical, and social needs as coordinated with the Individual Educational Program (IEP).

The House Parent is responsible for seeing to the day-to-day physical needs of the students and may perform minor medical tasks such as foot soaks, and applying lotions.

C. Functions:

(These are examples only; any one position may not include all of the listed examples nor do the listed examples include all functions which may be found in positions of this class.)

1. Supervises subordinate staff to ensure the goals and objectives of the work unit are met.
 - a. Interviews and recommends the selection of staff.
 - b. Provides training and work direction.
 - c. Approves leave requests.
 - d. Addresses staff problems and recommends disciplinary actions.
 - e. Conducts performance reviews and completes performance documents.
 - f. Schedules and directs dormitory staff meetings.
2. Writes and implements the IEP's for residential students.
3. Coordinates the apartment living program for residential students.
4. Guides staff in their instruction to students regarding personal hygiene skills, dining skills, housekeeping skills, socialization skills, and recreation and leisure skills.
5. Supervises the cleaning and upkeep of the dormitories to ensure a clean and safe environment for the students.
6. Observes students physical and mental conditions; documenting changes in their behavior and any injuries that may occur.
 - a. Instructs students on proper social behavior and corrects unacceptable behavior if necessary.
 - b. Instructs students and staff in proper procedures to follow during fire and emergency weather drills.
7. Coordinates academic study time and after school and weekend activities for the students.
8. Oversees the student schedules to ensure students get to various appointments, activities, and/or employment transition opportunities, both on and off campus.
9. Maintain students' living area by requisition and purchasing supplies.

10. Performs other work as assigned.

D. Reporting Relationships:

Subordinates typically reporting to this position are House Parents.

E. Challenges and Problems:

Challenges include dealing with the different personalities of the students and the variety of programs in use for the students.

Problems facing the incumbent include being able to empathize, maintain control, and discipline handicapped children. Consistent supervision of the students and observation of the House Parents' consistency in this area. Consistency is very important in educating students with multiple handicaps.

F. Decision-making Authority:

Decisions include daily work schedules, when to have fire and emergency drills, which House Parent to send to another dormitory if coverage is needed, when and how to discipline students for misbehavior, when to call parents concerning the welfare of students, what safety precautions need to be taken, how to maintain discipline, changing of work hours for House Parents, if students should attend certain activities, in-dorm policies, student rules and guidelines, and consequences for students' minor rule infractions.

Decisions referred include major illnesses or accidents, special discipline problems, serious rule infractions, when the parents need to be involved in the disciplinary action, what information about a student should be confidential, which workshops and in-services would be most beneficial to House Parents, and major purchases.

G. Contact with Others:

Daily contact with teacher to discuss homework and grades; food service personnel to plan snacks served by House Parents; Principal, Student Counselor, Nurses, and House Parents to exchange information; and with students to instruct on living skills, assist with programs or homework, and discipline. Frequent contact with parents or guardian to exchange information or consultation.

H. Working Conditions:

The House Parent Supervisor works with deaf and/or visually impaired/multi-handicapped students in a residential setting. The incumbent must learn to manage behavior, and may be required to lift and transport students who are unable to care for themselves.

I. Knowledge, Skills and Abilities:

Knowledge of:

- problems and limitations of deaf and/or visually impaired/multi-handicapped students;
- discipline, illnesses, and safety precautions;
- school regulations, policies, and procedures;
- effective methods of supervision.

Ability to:

- empathize with deaf and/or visually impaired/multi-handicapped students;
- maintain discipline;
- communicate information clearly and concisely;
- deal effectively with others;
- maintain records;
- react quickly to emergencies.