

DEPARTMENT OF EDUCATION
STATE OF HAWAII

Specification for the Class:

Head Houseparent for the Deaf and Blind

All Positions

HE-7

8C.594

Function and Location:

This position works in the dormitory of a center/school for elementary and secondary students who are deaf, deaf/blind or blind with multiple disabilities. As a working supervisor, this position provides orientation and assists in training the houseparent staff; provides guidance and direction to other houseparents; participates in overall planning and work scheduling; and estimates supply needs and orders supplies. In addition, the position is responsible for providing for the full range of services for the students on a shift (i.e. planning and implementing activities to enhance their social and emotional development through instruction, guidance and assistance in practical life activities and social interaction; and maintenance of the dormitory). The position may be required to work on shifts, including evenings, weekends and holidays.

Key Duties and Responsibilities:

1. Work with the administrator of the center in developing the work schedule for the houseparents.
2. Discuss overall issues/problems regarding the program with professional and administrative staffs.
3. Assist in the selection of new houseparents.
4. Provide orientation and other on-the-job training to new houseparents and instruct other houseparents, as needed.
5. Assign work to the houseparents and observe and review their work.
6. Estimate supply needs, order supplies and keep inventory records.
7. Utilize American sign language to instruct, provide guidance to and communicate with deaf students.
8. Instruct and guide students in all dormitory and related activities. Assist them in their social adjustment and personal independence.

9. Plan with volunteer groups regarding on-and-off campus activities. Plan and supervise recreation activities such as swimming, excursions, shopping trips, craft work, etc.
10. Observe and participate in students' classroom activities, and discuss students with teaching staff, as appropriate.
11. Write dormitory progress reports on each child assigned.
12. Supervise and help students with homework.
13. Check on personal cleanliness, dressing and grooming, orderliness and the carrying out of assignments by students.
14. Give medication in accordance with instructions from the nurse and physicians, as appropriate.
15. Advise students on interpersonal relations.
16. Guide and direct students in safety practices.
17. Follow emergency procedures in accordance with the dormitory manual in the event of fire/disaster, power outage, medical emergency, etc. Maintain a log and write incident reports.
18. Confer with parents, as necessary.

Other Duties:

In addition to the key duties and responsibilities, this position may be assigned to:

Accompany students from site to site, including escorting them to/from their home islands; perform a variety of housekeeping chores; perform basic first aid and CPR, as necessary; attend staff meetings; and perform other related duties as assigned.

Knowledge and Abilities Used In Performing Key Duties:

In addition to the required prerequisite knowledge and abilities, knowledge of the principles and practices of supervision and policies, procedures and work rules of the work site. Ability to supervise several houseparents for the deaf and blind and perform various administrative housekeeping duties.

Demonstrated proficiency in the application of all of the knowledge and abilities specified in providing the full range of services to the clientele of the work site, independently and supervising a houseparent staff.

Controls Exercised over the Work:

The Administrator of the center provides general direction to the position.

Instructions Provided: General instructions are provided by the administrator of the center. Work is performed in accordance with established work schedules, policies and procedures.

Assistance Provided: The administrator of the center provides guidance and assistance in handling unusual situations or when clarification in handling a situation is needed.

Review of work: Work is periodically reviewed by the supervisor to ensure proper adherence to policies and procedures and the provision of safety.

Prerequisite Qualifications Required:

Experience and Essential Knowledge and Abilities: One year of work experience which involved responsibility for independently providing the full range of services (i.e. physical care and supervision of the students; planning and providing for their personal, recreational and social needs; and upkeep and maintenance of the dormitory) for deaf and/or blind students. Such experience must have been comparable in scope and complexity to the full performance level of a houseparent for the deaf and the blind in State service and demonstrated knowledge of basic spoken and written English; recreational and other activities for the deaf, deaf/blind, and blind with multiple disabilities; housekeeping; personal hygiene; child development; basic first aid and CPR; and the ability to participate in work scheduling and planning; provide orientation, on-the-job training, and guidance to other houseparents; plan, organize and supervise dormitory and related social, recreational and personal activities; deal effectively with deaf, deaf/blind, and blind students with multiple disabilities; read, write, speak and understand simple sentences in English; understand and follow oral, signed and/or written instructions; prepare reports and maintain logs and records; perform a variety of housekeeping chores; supervise the students in their personal and household routines; and deal effectively with students and maintain effective relationships with parents and other staff members.

Applicants must demonstrate proficiency in American sign language.

Applicants must also possess supervisory aptitude. Supervisory aptitude is the demonstration of aptitude or potential for the performance of supervisory duties

through successful completion of regular or special assignments which involve some supervisory responsibilities or aspects; by serving as a group or team leader or in similar work in which opportunities for demonstrating supervisory capabilities exist; by completion of training courses in supervision accompanied by application of supervisory skills in work assignments; or by favorable appraisals by a supervisor indicating the possession of supervisory potential.

Physical Requirements: All employees must be physically able to perform the essential duties of the position. The general types of physical abilities involved, and examples of the tasks requiring these abilities, follow:

Sensory: Distinguish the color, size and shape of various medications; and read typewritten and/or handwritten material.
Coordination and Dexterity: Communicate utilizing American sign language; assist children with multiple disabilities to perform personal care routines and a variety of housekeeping tasks.
Strength and Stamina: Lift and carry students with multiple physical disabilities.
Mobility: Keep up with and chase after active children.

Desirable Qualifications: Possession of an Associate or Bachelor's degree in child development or related college-level course work; successful completion of college-level course work in education or psychology of students who are deaf and/or blind; successful completion of college-level course work in the administration of programs for students with disabilities; successful completion of advanced American Sign Language coursework (e.g. an interpreter-level training program).

JOB DESCRIPTION ESTABLISHED: May 1, 2000

Due to the transfer of authority to the Department of Education to administer its own Civil Service System pursuant to Act 51 Session Laws of Hawaii 2004, this is an adoption of the class specifications and the minimum qualification specifications for the Executive Branch Civil Service class HEAD HOUSEPARENT FOR THE DEAF AND BLIND by the Department of Education Civil Service system.

DATE APPROVED: FEB 22 2007

EFFECTIVE DATE: JUL 1 2005



for Gerald Okamoto
Assistant Superintendent
Office of Human Resources