

State of Hawaii

Job Description

School Dormitory Attendant

(Position Description, Class Specification & Minimum Qualification Requirements)

All Positions

HE-3

8C.605

Function and Location

This position works in a boarding facility of a school and is responsible for supervising students, assuring the cleanliness and orderliness of dormitory living quarters and the carrying out of household and other chores by boarding students. The position may work a split shift.

Key Duties and Responsibilities

1. Check attendance; supervise students in the cleaning of the dormitories, lavatories, surrounding areas and grounds, etc.
2. Check students' rooms and general living areas for cleanliness, neatness and orderliness of dormitory living quarters.
3. Plan and arrange for special social activities and programs and serve as a chaperon.
4. Provide basic first aid as necessary and take students to the doctor. Make arrangements for students who are too ill to remain in the dormitory.
5. Prepare attendance, incident, and sick reports. Prepare overtime (detention), overnight and weekend lists.

Other Duties

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

Check supplies and items needing repair in the dormitory; order supplies and make arrangements for equipment needing repair; supervise student boarders at breakfast; inspect student boarder's dress and personal appearance; attend staff meetings; and perform other related duties as assigned.

Knowledge and Abilities Used in Performing Key Duties

In addition to the qualifications required at entry:

Knowledge of applicable school/boarding program policies and procedures and rules; and the ability to deal effectively with students, parents, staff and others, and

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remain calm and patient, and be able to think clearly under stress; supervise students performing household tasks, gardening, grounds maintenance, and other tasks; organize large scale student activities and events; and address students during orientation and other social events.

Controls Exercised over the Work

The school principal or other administrative personnel provides general direction to the position.

Instructions Provided: Work is performed in accordance with established work schedules, policies and procedures.

Assistance Provided: The school principal and other administrative personnel provide 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 the proper adherence to policies and procedures.

Prerequisite Qualifications Required

Experience and Essential Knowledge and Abilities: Two years of work experience which demonstrated the ability to meet and deal effectively with people and understand and apply various rules and regulations. This requirement may be met from part-time and unpaid work. There must, however, be evidence that participation was on a continuous basis. Examples of acceptable work: a person who has for two years reported once a week to assist in the supervision and guidance of groups of boys and girls in connection with such organizations as the Boy Scouts, Police Activities League (PAL) and Pop Warner League; or a person who has performed volunteer work at the Hawaii State Hospital on a regular and continuous basis, reporting once a week for a few hours to assist in the care of patients. Example of non-acceptable work experience: a member of the YMCA who reports once a year to help with the annual Christmas party at the Youth Correctional Facility. Applicants must also possess knowledge of basic spoken and written English; housekeeping; personal hygiene; basic first aid; the ability to read, write, speak, understand and communicate effectively with others in English; understand and follow oral and written instructions; maintain effective relationships with others; supervise the routine of others; organize events and activities; speak before a group of people; and keep and prepare simple records and reports.

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License: Valid State of Hawaii driver's license, Type 3.

Certification: Applicants must possess or obtain during the probationary period, a current Basic First Aid or a Standard First Aid Certificate such as that provided by the American Red Cross.

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: Read typewritten and/or handwritten material; and hear the conversational voice.
Mobility: Check students' rooms, living quarters and work areas.
Other: Work with chemicals, such as, fertilizer and lime.

Desirable Qualifications: Oral and written communication skills; be self-motivated; be a "team player"; and show warmth and compassion yet be firm.

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 SCHOOL DORMITORY ATTENDANT by the Department of Education Civil Service system.

DATE APPROVED: OCT 23 2006

EFFECTIVE DATE: JUL - 1 2005



for Gerald Okamoto
Assistant Superintendent
Office of Human Resources