

Resident Advisor

## GALENA CITY SCHOOL DISTRICT

**Position:** Resident Advisor

**Location:** GILA Dorm

**Reports to:** Residence Life Administrator

**Classification:** Classified

**Work year:** School Term

**Salary:** Range 15

### SUMMARY OR PURPOSE:

The Resident Advisor at Galena Interior Learning Academy (GILA) is a full-time professional who oversees the safety, accountability, and well-being of high school boarding students. This role is a vital part of the Residence Life staff, working cooperatively to create a structured, supportive, and safe living and learning environment.

As the primary point of contact for 18-25 assigned students, you will be responsible for their overall well-being. This includes:

- Regularly checking in with students to stay informed about their lives and progress.
- Communicating with parents about their students' progress and life at GILA.
- Serving as a positive role model and mentor for all students.
- Planning and overseeing daily, weekly, and monthly activities and programs that address students' social-emotional needs.

In addition to these core responsibilities, you will assist in the daily operations of Ptarmigan Hall. This involves:

- Transporting students to appointments.
- Enforcing community cleanliness standards through daily chores and room checks.
- Managing sick rooms and administering medication.

By working closely with other staff, you will help build a strong sense of community and foster growth in each resident. GCSD provides room and board for this position while school is in session.

### QUALIFICATION REQUIREMENTS:

- **Education:** A bachelor's degree is preferred, with a preference for a degree in student affairs, human services, or a social sciences field. A bachelor's degree with a teaching certificate is also preferred.
- **Experience:** A minimum of one year of experience working with high school students or in residential life is preferred. Experience in camp counseling or other relevant work with youth is also beneficial. The ideal candidate will also have experience working with diverse populations.
- **Requirements:** You must be at least 21 years old and have the ability to obtain a valid Alaska Driver's License.
- Such alternatives to the above qualifications that the Board would find appropriate and acceptable.

### PERFORMANCE RESPONSIBILITIES:

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### Student Oversight & Support

1. Always prioritize student safety and well-being, using sound judgment and taking action as needed.
2. Serve as a positive role model and mentor for all students.
3. Maintain close interpersonal contact with students, providing appropriate counseling, health, and academic referrals as needed.
4. Manage student behavior and enforce the GILA code of conduct through appropriate disciplinary action.
5. Assist with the administration and distribution of student medication and work with local and regional health providers to re-order supplies.

6. Ensure all students adhere to residence hall policies and daily schedules.
7. Wake students for school and ensure they have left the hall by 8:45 a.m.
8. Provide oversight and supervision for facilities and student activities, performing scheduled duty and on-call responsibilities.

**Programming & Community Building**

9. Collaborate with Residence Life staff to maintain a structured, supportive, and safe living and learning environment.
10. Design, prepare, and supervise daily student programming, including a common area bulletin board/passive program monthly.
11. Coordinate student involvement in campus-wide activities with administration and community members.
12. Attend Hall Council meetings to solicit student programming ideas.
13. Maintain supplies for the Craft Room, recreational materials, and sporting goods.
14. Track and evaluate programs by completing formal proposals and evaluation forms.

**Administrative & Operational Duties**

15. Transport students to daytime appointments as needed.
16. Perform all room inspections and chore checks and manage cleaning supply levels.
17. Maintain and check on sick rooms for students who stay home from school.
18. Document and report all health-related, behavioral, and other incidents as they occur.
19. Maintain detailed attendance records and other programming-related files.
20. Submit formal, typed weekly programming reports to the Residence Life Administrator.
21. Attend weekly Residence Life staff meetings and meet monthly with the Residence Life Administrator.
22. Complete any other tasks necessary to achieve the objectives of the Residence Life staff and GILA administration.
23. Perform other duties as assigned.

**PHYSICAL REQUIREMENTS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job the employee is regularly required to sit; stand; walk; use hands to finger, handle, or feel objects, tools controls; and reach with hands and arms. The employee is occasionally required to climb or balance. The employee must regularly lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability focus.

**ENVIRONMENTAL CONDITIONS:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job the employee is occasionally required to travel to other cities around the state. The employee must be willing and able to fly in small and large commuter planes. The noise level in the work environment is usually low to moderate.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board’s policy on Evaluation of Personnel.

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewed and agreed to by: \_\_\_\_\_ Date: \_\_\_\_\_



The signatures below indicate that the Resident Advisor and evaluator have discussed this report and have received a copy. It does not necessarily indicate agreement with this report.

Evaluator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Resident Advisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_