



## ***Richfield Residential Hall***

***765 West 1<sup>st</sup> Avenue  
Richfield, UT 84701  
www.richfielddorm.org***

### **POSITION DESCRIPTION ACADEMIC ASSISTANT**

#### **EMPLOYMENT STATUS**

The Study Hall Coordinator is a *Seasonal Full Time* (9 month) position. The Study Hall Coordinator is employed during the school year and is furloughed during the summer months. This generally entails initiating employment one week prior to the commencement of the academic school year and concluding employment one week following graduation.

#### **POSITION CLASSIFICATION**

The Study Hall Coordinator is classified as a *Level I* position. Per Richfield Residential Hall Governing Board policy, pay rate to be set on current BIE Pay Scale for Education (Rest of US Locality Rate) at this level with step commensurate with education, experience and qualifications as determined in adjudication process.

#### **GENERAL STATEMENT OF RESPONSIBILITIES**

The Study Hall Coordinator works under the general supervision of the Academic Director in the day to day development and implementation of an effective academic support program for the students of Richfield Residential Hall. The Study Hall Coordinator aids the Academic Director in managing all aspects of the academic program. This includes coordination with academic programs in the high schools and colleges, assignment and supervision of academic tutors, development and implementation of effective study hall and incentive programs. The Study Hall Coordinator assists the Academic Director in ensuring the college and career readiness of each student of Richfield Residential Hall.

#### **DUTIES AND RESPONSIBILITIES**

- Responsible for ensuring that each student at RRH receives access to academic opportunities that are commensurate with abilities and offer challenge enough to create academic growth.
- Tracks the academic performance and progress towards graduation of each student on a weekly basis.
- Meets weekly with students who are struggling academically and make a plan to ensure academic success
- Organize and dispense school supplies to ensure students are equipped items needed to be academically successful.
- Provides academic oriented updates and content for the program website on a regular basis.
- Responsible for developing a program-wide academic support system that gives each student the best opportunity to succeed academically.
- Serves as liaison between RRH and South Sevier High School, Richfield High School and Snow College to ensure that student needs are being met and
- Track tardies, truancies, and absences at Richfield High and South Sevier High. Meet with students to deter student from accumulating restitution hours.

- Acts in *loco parentis* for all Individual Education Plan (IEP) meetings at Richfield High School and South Sevier High School to ensure that each RRH student receives adequate resources and voice in said meetings.
- Responsible for the development, implementation, operation and overall efficacy of the Study Hall program. This includes the authority to adjust or change the Study Hall program in any way that is deemed to result in anticipated improvements in students success.
- Maintain media devices in all three study halls and ensure their readiness for study hall each study hall night.
- Responsible for the development, implementation, operation and overall efficacy of the Eye-Q reading program. Reports data to the Academic Director.
- Participates in attending Parent Teacher Conference, along with the Academic Director
- Serves as a positive mentor and role model for students and staff at all times. Model *Respectful, Responsible* and *Honorable* behavior at all times and in all things.
- Coordinate with the Academic Director campus tours and over night visits.
- Assigns each tutor in the Academic Department to the positions and responsibilities that will capitalize upon their individual strengths, thereby creating the strongest team to support student growth and development.
- Track students taking night classes at Cedar Ridge High
- Makes staffing recommendations to the Academic Director regarding Academic Department; including recommendations for contract renewal, contract non-renewal, salary adjustments, promotions, transfers, etc. based upon performance appraisals and contributions to the efficacy of the program.
- Participates in recruitment and selection of qualified tutors in the Academic Department.
- Participates in the resume review and interview panel of tutors of Academic Department candidates.
- Maintains a weekly record of each student's GPA and provides weekly updates of GPA and other pertinent information to the Academic Director.
- Responsible for the ordering, inventory and management of all supplies required for the efficient operation of the Academic program, to include school supplies, paper products, appliances, furniture, etc.; utilizing green procurement practices whenever possible.
- Supports the vision, mission and program goals of the Richfield Residential Hall administration and governing board.
- Serves as a team player and is willing to help other departments to be successful
- Follows the Chain of Command and Succession of Command as outlined in the current Organizational Chart.
- Exercises authority and decision making in critical incidents and informs Executive Director and others as required in RRH policies and procedures.
- Performs other duties as assigned.

SUPERVISION RECEIVED

Academic Director

SUPERVISION GIVEN

Tutors as assigned

## WORK HOURS

The Academic Assistant provides supervision and support to academic programs. As such, most scheduled hours will be nights and weekends. Parent teacher conferences, college tours or other activities may impact shifts worked.

## BASIC QUALIFICATIONS AND REQUIREMENTS

- Must have possess a Bachelor's Degree in an applicable academic discipline, including fields related to working with children, such as child development, education, behavioral sciences, cultural studies.
- Must meet the academic credit hours according to 25 CFF Part 36.
- Must have impeccable interpersonal communication skills and be able to give and receive constructive feedback in a professional manner and possess the ability to use such feedback to improve the program as a whole.
- Must be able to multi-task under complex and stressful conditions.
- Must be able to think quickly under pressure and act in the best interest of students, staff and the program at all times.
- Must be able to lift at least 25 lbs.
- Must maintain current certification in First Aid and CPR, and be willing to remain current on a wide range of topics associated with the academic and social growth of adolescents.
- Valid Utah driver's license.
- Must pass state, federal and Navajo Nation criminal background checks.
- As a minimum qualification, applicant's background checks must demonstrate successful, positive, multi-year employment and performance of duties at each of applicant's last 3 employment positions.