

**LOUISIANA SCHOOL FOR THE VISUALLY IMPAIRED/DEAF
POST OFFICE BOX 3074 - 2888 BRIGHTSIDE DRIVE
BATON ROUGE, LOUISIANA 70821**

**JOB VACANCY
POSTED: 11/20/2009**

JOB TITLE Residential Advisor 1, 2 or 3	AGENCY LSVI
CITY: Baton Rouge	PARISH East Baton Rouge
JOB CODE: 154360	PAY LEVEL: SS404 – SS406
AGENCY TRACKING #: LSVI/LSD2009-12	MINIMUM HOURLY: \$790.80 biweekly
ANNOUNCEMENT #:	MAXIMUM BI-WEEKLY: \$
Series/Card Min Score	Occupational Group: PERSONAL CARE AND SUPPORT
TYPE OF VACANCY: Probational/Original/Promotion-All Classified	
DEADLINE: 12/04/2009 DEADLINE:	

HOW TO APPLY:

Preference may be given in applicants with Braille and/or signing skills. Applications for this position will be accepted online by clicking the "apply link" located on the Civil Service web site under Job Seekers at www.civilservice.la.gov. For more information you can contact the Human Resource Department of the LA School for the Visually Impaired/LA School for the Deaf located at:
2888 Brightside Lane
Baton Rouge, LA 70821
email address for this position is:
sross@lalsd.org and please reference the job title in the subject box of the email.

MINIMUM QUALIFICATION REQUIREMENTS:

No specialized experience or training is required at the RA 1 level.

NECESSARY SPECIAL REQUIREMENTS:

POTENTIAL EMPLOYEES MUST PASS DRUG SCREENING AND CRIMINAL BACKGROUND CHECK.

GENERAL INFORMATION

The Immigration Reform and Control Act of 1986 requires all employees hired after November 6, 1986, to provide proof of identity (i.e. driver's license) and eligibility to work in the United States (i.e. original social security card or birth certificate). In compliance with the Child Protection Act of 1987, all employees hired after September 30, 1987, must clear a criminal history check. In compliance with Executive Order 98-38 and R.S. 49:1001 et seq., prospective employees must clear a drug screen test to be considered for employment.

The Louisiana School for the Visually Impaired/Deaf does not discriminate on the basis of age, sex, race, handicap, religion, veteran's status, or national origin in its employment practices and access to its programs.

Duties & Responsibilities:

60% **SUPERVISION OF STUDENTS**

Supervises student after-school activities.

Assists and/or supervises bathing, cleaning, dressing, feeding, putting to bed and maintains constant vigil over multi-disabled students as appropriate.

Accompanies students to and from the cafeteria for meals; provides supervision during meals; may escort student from school to the dormitory and other areas.

Cultivates, supports and encourages an atmosphere and environment that emphasizes safety, care and nurturing for students.

Monitors living areas/dormitory to maintain custodial control and to prevent trespassing; maintains appropriate records.

Prevents or stops disturbances through approved practices, policies and procedures including intervening in crisis situations and physical intervention of students as necessary.

Performs regular documented checks of students' whereabouts for assigned shift/dormitory.

Participates in and assists other staff in directing indoor and outdoor recreational activities.

Observes behavior of students. both positive and negative, and reports sudden or unusual changes to higher authority.

15% **STUDENT DEVELOPMENT AND TRAINING**

Teaches basic self-help and self-care skills related to independent living and social skill development, which includes personal hygiene, household management, time management, social skills, physical/emotional fitness, and intellectual/study skills with direction from Residential Advisor 3, Residential Advisor Supervisor, Dean of Students, Residential Team Leader or other assigned dormitory personnel.

Shops for student needs when appropriate, i.e. clothes, gifts, etc.

Chaperones or transports students to off-campus activities such as field trips, athletic events, shopping, medical appointments, and to and from home.

Assists other staff in instructing students involved in learning activities.

5% STAFF DEVELOPMENT AND TRAINING

Attends mandatory training sessions on sign communication, orientation to deafness, Deaf culture and Deaf community; through training and practice, develops sign communication skills for communication with students.

Attends mandatory training and other appropriate training in such areas as child development, crisis prevention intervention and behavior management.

Assists students in participating in after-school programs/activities.

5% REPORTING

Maintains records such as daily reports and incident reports.

Reports to higher authority, when appropriate, accidents/incidents and suspected cases of abuse and neglect of students.

Reports student behavior and independent progress on appropriate forms.

10% COMMUNICATIONS

Receives telephone calls and mail for students and delivers such communications when appropriate.

Relays/facilitates communications to deaf and/or hearing staff, students and parents when appropriate.

Uses appropriate sign communication when in the presence of deaf and/or hearing staff, and follows LSD policy regarding SCPI level required for effective job performance and to maintain employment.

5% Performs other duties as assigned.

QUALIFICATIONS:

Must possess a high school diploma, equivalent, or have graduated from a school for the deaf.

Must possess required Sign Communication Proficiency Interview (SCPI) level as outlined in the Residential Advisor Job Series Operational Procedures and Crisis Prevention Intervention (CPI) certificate in order to receive permanent status.

B. RESIDENTIAL ADVISOR 1

(As a trainee working night shifts)

The Louisiana School for the Deaf is a residential school for students from throughout Louisiana who are deaf or hard of hearing (pre-school through high school), operating seven days a week, 24 hours a day. There are approximately 265 students (day and residential) served by the residential staff. The incumbent of this position serves as a trainee providing basic care, supervision, guidance and training of students in assigned night dormitory at the school.

70% SUPERVISION OF STUDENTS

Assists and/or supervises bathing, cleaning, dressing, feeding, putting to bed and maintains constant vigil over multi-disabled students as appropriate.

Accompanies students to and from the cafeteria for meals; provides supervision during meals; may escort student from dormitory to the school and other areas.

Monitors living areas/dormitory to maintain custodial control and to prevent trespassing; maintains appropriate records.

Prevents or stops disturbances through approved practices, policies and procedures including intervening in crisis situations and physical intervention of students as necessary.

Observes behavior of students, both positive and negative, and reports sudden or unusual changes to higher authority in writing, using appropriate forms.

Remains awake to monitor and supervise students during the night.

Documents bed checks of students at no more than 15-30 minute intervals by checking each room and observing/noting student activity; completes appropriate forms.

5% STUDENT DEVELOPMENT AND TRAINING

Assists students with basic self-help and self-care skills related to independent living and social skill development, which includes personal hygiene, household management, time management, social skills, physical/emotional fitness, and intellectual/study skills with direction from Residential Advisor 3, Residential Advisor Supervisor, Dean of Students, Residential Team Leader or other assigned dormitory personnel.

May chaperone or transport students to off-campus activities such as field trips, athletic events, shopping, medical appointments, and to and from home.

5% STAFF DEVELOPMENT AND TRAINING

Attends mandatory training sessions on sign communication, orientation to deafness, Deaf culture and Deaf community; through training and practice, develops sign communication skills for communication with students.

Attends mandatory training and other appropriate training in such areas as child development, crisis prevention intervention and behavior management.

Assists students in participating in after-school programs/activities.

5% **REPORTING**

Maintains records such as daily reports and incident reports.

Reports to higher authority, when appropriate, accidents/incidents and suspected cases of abuse and neglect of students.

Reports student behavior and independent progress on appropriate forms.

10% **COMMUNICATIONS**

Receives telephone calls and mail for students and delivers such communications when appropriate.

Relays/facilitates communications to deaf and/or hearing staff, students and parents when appropriate.

Uses appropriate sign communication when in the presence of deaf and/or hearing staff, and follows LSD policy regarding SCPI level required for effective job performance and to maintain employment.

5% Performs other duties as assigned.

QUALIFICATIONS:

Must possess a high school diploma, equivalent, or have graduated from a school for the deaf.

Must possess required Sign Communication Proficiency Interview (SCPI) level as outlined in the Residential Advisor Job Series Operational Procedures and Crisis Prevention Intervention (CPI) certificate in order to receive permanent status.

NOTE: In the event that a night Residential Advisor 1 is assigned to a position during the day or afternoon shifts, whether on a temporary or permanent basis, the employee will be expected to assume duties as listed in the job description for the day and afternoon shifts.

c. **RESIDENTIAL ADVISOR 2**

(Working day and afternoon shifts)

The Louisiana School for the Deaf is a residential school for students from throughout Louisiana who are deaf or hard of hearing (pre-school through high school), operating seven days a week, 24 hours a day. There are approximately 265 students (day and residential) served by the residential staff. The incumbent of this position performs journeyman level duties in the care, supervision, guidance and training students in assigned dormitory.

55% **SUPERVISION OF STUDENTS**

Supervises student after-school activities.

Assists and/or supervises bathing, cleaning, dressing, feeding, putting to bed and maintains constant vigil over multi-disabled students as appropriate.

Accompanies students to and from the cafeteria for meals; provides supervision during meals; may escort student from school to the dormitory and other areas.

Cultivates, supports and encourages an atmosphere and environment that emphasizes safety, care and nurturing for students.

Monitors living areas/dormitory to maintain custodial control and to prevent trespassing; maintains appropriate records.

Prevents or stops disturbances through approved practices, policies and procedures including intervening in crisis situations and physical intervention of students as necessary.

Performs regular documented checks of students' whereabouts for assigned shift/dormitory.

Participates in and assists other staff in directing indoor and outdoor recreational activities.

Observes behavior of students. both positive and negative, and reports sudden or unusual changes to higher authority.

20% **STUDENT DEVELOPMENT AND TRAINING**

Teaches basic self-help and self-care skills related to independent living and social skill development, which includes personal hygiene, household management, time management, social skills, physical/emotional fitness, and intellectual/study skills with direction from Residential Advisor 3, Residential Advisor Supervisor, Dean of Students, Residential Team Leader or other assigned dormitory personnel.

Assists students in improving their language ability and reading skills; monitors/assists students in completion of school homework assignments.

Sponsors school organizations and conducts scout and cub scout meetings as assigned.

Assists coaching staff in intramural and interscholastic sports.

Chaperones or transports students to off-campus activities such as field trips, athletic events, shopping, medical appointments, and to and from home and other activities.

Assists other staff in instructing students involved in learning activities such as life skills, homework, etc.

Assists Student Development Specialist in working with students on special behavior plans.

Trains students in the use of assistive devices for the deaf.

5% STAFF DEVELOPMENT AND TRAINING

Attends mandatory training sessions on sign communication, orientation to deafness, Deaf culture and Deaf community; through training and practice, develops sign communication skills for communication with students.

Attends mandatory training and other appropriate training in such areas as child development, crisis prevention intervention and behavior management.

5% REPORTING

Maintains records such as daily reports and incident reports.

Reports to higher authority, when appropriate, accidents/incidents and suspected cases of abuse and neglect of students.

Reports student behavior and independent progress on appropriate forms.

10% COMMUNICATION

Receives telephone calls and mail for students and delivers such communications when appropriate.

Relays/facilitates communications to deaf and/or hearing staff, students and parents when appropriate.

Uses appropriate sign communication when in the presence of deaf and/or hearing staff, and follows LSD policy regarding SCPI level required for effective job performance and to maintain employment.

5% Performs other duties as assigned.

Must possess required Sign Communication Proficiency Interview (SCPI) level as outlined in the Residential Advisor Job Series Operational Procedures in order to communicate with staff, students and parents who are deaf or hard of hearing.

D. RESIDENTIAL ADVISOR 2

(Working night shift)

The Louisiana School for the Deaf is a residential school for students from throughout Louisiana who are deaf or hard of hearing (pre-school through high school), operating seven days a week, 24 hours a day. There are approximately 265 students (day and residential) served by the residential staff. The incumbent of this position performs journeyman level duties in the care, supervision, guidance and training of students in assigned night dormitory.

60% SUPERVISION OF STUDENTS

Assists and/or supervises bathing, cleaning, dressing, feeding, putting to bed and maintains constant vigil over multi-disabled students as appropriate.

Accompanies students to and from the cafeteria for meals; provides supervision during meals; may escort student from dormitory to the school and other areas.

Monitors living areas/dormitory to maintain custodial control and to prevent trespassing; maintains appropriate records.

Prevents or stops disturbances through approved practices, policies and procedures including intervening in crisis situations and physical intervention of students as necessary.

Observes behavior of students. both positive and negative, and reports sudden or unusual changes to higher authority in writing, using appropriate forms.

Remains awake to monitor and supervise students during the night.

Documents bed checks of students at no more than 15-30 minute intervals by checking each room and observing/noting student activity; completes appropriate forms.

15% STUDENT DEVELOPMENT AND TRAINING

Assists students with basic self-help and self-care skills related to independent living and social skill development, which includes personal hygiene, household management, time management, social skills, physical/emotional fitness, and intellectual/study skills with direction from Residential Advisor 3, Residential Advisor Supervisor, Dean of Students, Residential Team Leader or other assigned dormitory personnel.

Assists Student Development Specialist in working with students on special behavior plans.

Assists students in the use of assistive devices for the deaf.

5% STAFF DEVELOPMENT AND TRAINING

Attends mandatory training sessions on sign communication, orientation to deafness, Deaf culture and Deaf community; through training and practice, develops sign communication skills for communication with students.

Attends mandatory training and other appropriate training in such areas as child development, crisis prevention intervention and behavior management.

5% REPORTING

Maintains records such as daily reports and incident reports.

Reports to higher authority, when appropriate, accidents/incidents and suspected cases of abuse and neglect of students.

Reports student behavior and independent progress on appropriate forms.

10% **COMMUNICATION**

Receives telephone calls and mail for students and delivers such communications when appropriate.

Relays/facilitates communications to deaf and/or hearing staff, students and parents when appropriate.

Uses appropriate communication when in the presence of deaf and/or hearing staff, and follows LSD policy regarding SCPI level required for effective job performance and to maintain employment.

5% Performs other duties as assigned.

NOTE: In the event that a night Residential Advisor 2 is assigned to a position during the day or afternoon shifts, whether on a temporary or permanent basis, the employee will be expected to assume duties as listed in the job description for the day and afternoon shifts.

E. **RESIDENTIAL ADVISOR 3**

(Day and afternoon shifts only)

The Louisiana School for the Deaf is a residential school for students from throughout Louisiana who are deaf or hard of hearing (pre-school through high school), operating seven days a week, 24 hours a day. There are approximately 265 students (day and residential) served by the residential staff. The incumbent of this position performs advanced journeyman level duties in implementing students goals/objectives as established by the Residential Team for students in assigned dormitory.

45% **SUPERVISION OF STUDENTS**

Supervises student after-school activities.

Initiates, assists and/or supervises bathing, cleaning, dressing, feeding, putting to bed and maintains constant vigil over multi-disabled students as appropriate.

Accompanies students to and from the cafeteria for meals; provides supervision during meals; may escort student from school to the dormitory and other areas.

Cultivates, supports and encourages an atmosphere and environment that emphasizes safety, care and nurturing for students.

Monitors living areas/dormitory to maintain custodial control and to prevent trespassing; maintains appropriate records.

Prevents or stops disturbances through approved practices, policies and procedures including intervening in crisis situations and physical intervention of students as necessary.

Performs regular documented checks of students' whereabouts for assigned shift/dormitory.

Implements goals established by the Residential Team; documents observations; maintains appropriate records; communicates with Residential Team as appropriate.

Implements, participates in and supervises the after-school programs/activities. Solicits student involvement in planning after-school programs/activities.

Assists other staff in directing and supervising students during indoor and outdoor recreational activities.

Assists other staff in instructing students involved in learning activities such as life skills, homework, etc.

Observes behavior of students. both positive and negative, and reports sudden or unusual changes to higher authority.

30% **STUDENT DEVELOPMENT AND TRAINING**

Responsible for teaching basic self-help and self-care skills related to independent living and social skill development, which includes personal hygiene, household management, time management, social skills, physical/emotional fitness, and intellectual/study skills.

Assists students in improving their language ability and reading skills; monitors/assists students in completion of school homework assignments.

Sponsors school organizations and conducts scout, cub scout and other school organization meetings as assigned.

Assists coaching staff in intramural and interscholastic sports.

Chaperones and transports students to off-campus activities such as field trips, athletic events, shopping, medical appointments, and to and from home and other activities.

Assists the Residential Advisor Supervisor, teacher, and the Student Development Specialist in implementing special projects, monitoring homework assignments and other stuff, supervising and assisting with the behavior and independent living programs.

Assists in administering student discipline in accordance with school practices, policies and procedures.

5% **STAFF DEVELOPMENT AND TRAINING**

Attends mandatory training sessions on sign communication, orientation to deafness, Deaf culture and Deaf community; through training and practice, develops sign communication skills for communication with students.

Attends mandatory training and other appropriate training in such areas as child development, crisis prevention intervention and behavior management.

5% REPORTING

Maintains records such as daily reports and incident reports.

Reports to higher authority, when appropriate, accidents/incidents and suspected cases of abuse and neglect of students.

Reports student behavior and independent progress on appropriate forms.

10% COMMUNICATION

Receives telephone calls and mail for students and delivers such communications when appropriate.

Relays/facilitates communications to deaf and/or hearing staff, students and parents when appropriate.

Uses appropriate sign communication when in the presence of deaf and/or hearing staff, and follows LSD policy regarding SCPI level required for effective job performance and to maintain employment.

5% Performs other duties as assigned.

Must possess required Sign Communication Proficiency Interview (SCPI) level as outlined in the Residential Advisor Job Series Operational Procedures in order to communicate with staff, students and parents who are deaf or hard of hearing.

PHYSICAL ACTIVITY LEVEL 3: Work requires moderate effort for such activities as bending, stretching, stooping, walking over rough, uneven or rocky surfaces, or lifting thirty or forty pounds. Work may require brief periods in which heavy muscular exertion is required.