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**DORMITORY COUNSELOR-SCHOOL FOR THE DEAF**

**SCOPE OF WORK:**

Work involves activities associated with the responsibility for supervising students and directing the further development of social and daily living skills after school in a daily living situation.

**DUTIES PERFORMED AT ALL LEVELS:**

- Supervise and counsel students in daily living, social, leisure, and recreational activities.
- Coordinate with education staff on learning activities such as language projects, field trips, etc.
- Assist in individual education plan development, implementation, and evaluation.
- Communicate activities through preparation of schedules, logbooks, announcements, reports, etc.
- Assist students with homework and personal problems.
- Prepare orders for work supplies, snacks, or other necessities for proper maintenance and management of dormitory areas.
- Schedule and monitor students' work assignments such as vacuuming, dining room and dorm room cleanup, snow shoveling, etc.
- Transport students to and from various activities.

**NOTE:** The duties listed are not intended to be all inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

**DORMITORY COUNSELOR I**

4125

GRADE F

**LEVEL DEFINITION:**

Work at this level consists of activities that are performed under close supervision and direction from the Director of Student Life. Activities are generally routine and recurring and vary mostly due to the individual nature of the students' education plans and personal needs.

**ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:**

- None.

**MINIMUM QUALIFICATIONS:**

Requires three years of work experience providing care for children with special needs. Individuals are required to become skilled in sign language communication within one year of employment. Each year of college that included courses in special education, social work, psychology, education, or child development will substitute for a year of the work experience requirement.

**DORMITORY COUNSELOR II**  
GRADE G

4126

**LEVEL DEFINITION:**

Work at this level is more complex and individuals exercise a greater degree of independence as required by the planning, development, and evaluation of social and daily living programs for students. Therefore, a greater degree of knowledge and skill is required to perform assigned duties.

**ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:**

- Perform tasks associated with informal counseling, tutoring, and the behavior management of students.
- Develop dorm curriculum and plan language projects to further the development of students.
- Participate in the team planning process.
- Prepare preliminary individual education plans; evaluate and implement approved individual education plans.
- Perform interpreting for students.
- Develop and implement dormitory rules and guidelines.

**MINIMUM QUALIFICATIONS:**

Requires four years of work experience in providing care for children with special needs, two years must have included assisting with the development and implementation of programs or services for deaf children. Individuals are required to become skilled in sign language communication within one year of employment. Each year of college that included courses in special education, social work, psychology, education, or child development will substitute for a year of the work experience requirement.

Eff. Date: 10/74 – One-level series.

Rev: 11/74 – Two-level series.

Rev: 8/75 – Changes to second level.

Rev: 6/92 – Updated to reflect changes in the work.

Rev: 12/95 – Modified minimum qualifications.

Rev: 7/12 – Conversion to Hay System