



# Northwestern Alaska Career and Technical Center

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## Northwestern Alaska Career and Technical Center JOB DESCRIPTION

**TITLE:** Dormitory Supervisor

### **QUALIFICATIONS:**

1. High school graduate/GED
2. State of Alaska Driver's License, AND City of Nome Chauffeur's License
4. ServSafe Food Manager Certification

### **ESSENTIAL FUNCTIONS:**

1. Welcomes and orients dormitory residents with relevant procedures, expectations, and needs.
2. Serves as on-site certified food manager during non-NACTEC scheduled residential programs
3. Oversees all health and safety protocols and procedures as directed
4. Safely transports personnel in shuttle bus and 15-passenger van to/from dormitory
5. Ability and willingness to work a flexible schedule
6. Works weekends during high school training programs (approximately 10 weekends/year).
7. Performs clerical duties as needed
8. Willingness to work with NACTEC teachers and Program Coordinator, planning to meet student needs.
9. Demonstrates ability to work effectively with students, their parents, and community members
10. Use and maintain documentation logs and check sheets.
11. Other duties as assigned.

**SUPERVISES:** NACTEC House dormitory population

**REPORTS TO:** NACTEC Program Coordinator/Director

**SALARY:** Placement on the Classified Salary Schedule, \$19.19/hour beginning wage at Step 0

**LENGTH OF EMPLOYMENT:** Approximately 180 school days; beginning 27 November 2017.

**LOCATION:** NACTEC: Nome

**EVALUATION:** Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of classified personnel.

**Send** initial letter of application with resume to: Doug Walrath, NACTEC Director (see email address above).

**NOTE:** Bering Strait School District is an equal opportunity employer. The District Title IX, 504 and ADA, contact person is: Perry Corsetti, Personnel Director; Bering Strait School District; P.O. Box 225; Unalakleet, Alaska 99684. Email: [pcorsetti@bssd.org](mailto:pcorsetti@bssd.org) Phone: (907) 624-4309.

Job Posting Date: 10 November 2017

Interviews: Scheduled as qualified applicants are determined from application review