



ARKANSAS SCHOOL FOR THE BLIND



James Caton, Superintendent

POSITION: 22082565

POSITION TITLE:

Residential Services Manager

REPORTS TO :

James Caton

JOB DESCRIPTION:

Supervision of residential advisor dormitory staff. Ensure safety and security of students and dormitories. Supervise and implement special activities. Supervise and implement student positive behavior, support systems and social skills. Attend dorm students IEP meetings. Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

The formal education equivalent of a Bachelor's degree in social work, psychology, sociology or a related field; plus three years of experience in social service programs including one year in a supervisory capacity. Additional requirements determined by the agency for recruiting purposes require review and approval by the Office of Personnel Management. **OTHER JOB RELATED EDUCATION AND/OR EXPERIENCE MAY BE SUBSTITUTED FOR ALL OR PART OF THESE BASIC REQUIREMENTS, EXCEPT FOR CERTIFICATION OR LICENSURE REQUIREMENTS, UPON APPROVAL OF THE QUALIFICATIONS REVIEW COMMITTEE.**

PREFERENCES:

Experience working with visually impaired students. Computer skills. Post-secondary education. Supervisory experience. Experience in an educational residential setting.

Shift Hours: 2:00 p.m. to 10:00 p.m.

SPECIAL REQUIREMENTS:

A background check will be conducted. Direct deposit and 6.50% Contributory Teacher Retirement is mandatory. All persons selected for employment must submit to a drug test as a precondition of employment. All hiring decisions are contingent on the person selected passing the drug test. **(Valid AR Driver's license. Flexible hours. Available to respond to emergencies and department needs after hours. Special activities, weekends and work summer program.)**

APPLICATION PROCEDURE:

Submit State Application to: The Personnel Office
Arkansas School for the Blind
Location: 2606 West Markham, Blind School Campus
Mailing address: 2606 West Markham, Little Rock, AR 72205
Fax: 501-603-3532
Online at <https://arcareers.arkansas.gov/>