

Burnt River School District 30J (Charter) Boarding Facility Host Parent

The title **Dorm Supervisor** as used in this document shall mean the Boarding Facility Supervisor.
The title **superintendent** as used in this document shall mean the Superintendent of Burnt River School District #30J.

Section I REQUIREMENTS, SKILLS, and ABILITIES

The **Boarding Facility Supervisor, hereinafter referred to as “Dorm Supervisor”, shall be required to:**

- A. Pass a fingerprint-based background clearance through the Oregon Department of Education (ODE) and qualify for employment under rules.
- B. Hold and maintain a current Oregon Health Department Food Handler’s Card.
- C. Hold and maintain current First Aid, CPR Cards.
- D. Be at least 21 years of age.
- E. Not have been convicted of repeated or serious driving violations.
- F. Have no past convictions for or current contact with illegal drugs or excessive alcohol use. Tobacco and alcohol are not permitted in the Boarding Facility or on district property.
- G. Perform the essential functions of the job with or without reasonable accommodation.
- H. Provide 24-hour supervision each day except when students are with mentor families or under the supervision of substitute Supervisors.
- I. Organize the maintenance, cleaning, and other daily routines within the Residence.
- J. Have the ability to prepare and serve nutritious meals.
- K. Have the ability to plan and conduct regular trips for students to cultural activities in La Grande, Baker, Ontario, Boise, and other locations for district and student related activities.
 - i. Trips will require the Supervisor to be certified as a 10-20 Driver and listed as District Approved Drivers.
 - ii. Trips will require coordination with the Superintendent to schedule appropriate vehicles or other drivers.
 - iii. Students will be responsible for meals purchased during trips.
 - iv. Boarding Facility Supervisor meals shall be covered while on trips with students at the district per diem rate.
 - v. Trips must be approved in advance by the Superintendent, and be within Boarding Facility Budget.
 - vi. Spring Break is to be used if the Boarding Facility students wish to take an extended trip to prevent students from missing school days for trips.
 - vii. buses will be used for the express purpose of transporting student to school sanctioned trips, as preapproved by the Superintendent.
- L. Have the ability to maintain an open family-oriented atmosphere within the Boarding Facility. The Supervisor shall ensure that each student is made to feel welcome, safe and accepted regardless of their country of origin, religious beliefs, race, gender or cultural background.
- M. Have the ability to maintain open and regular communication with the Superintendent, Exchange Student Organization representatives, Business Manager, and Board of Directors.
 - i. The Dorm Supervisor will be required to hold at least one open house for the community and ensure they feel welcome at all times.
- N. SB 155 requires districts to submit names of new hires that are not TSPC Licensed, to ODE. ODE will verify whether or not the employee has any sexual misconduct issues. Supervisors are subject to this pre-hire process.

Section II

DUTIES and RESPONSIBILITIES

- A. The Supervisor shall supervise and direct the duties of the substitute supervisors.
- B. The Supervisor is responsible for ensuring the dorm is kept clean and operates in compliance with all state health, fire and safety rules, regulations and statutes.
- C. The Supervisor is responsible for routine maintenance and repairs, which may include directing the duties of the substitute supervisors. Costs shall be kept within the District provided budget. Repairs beyond the scope or ability of the Supervisor will be reported to the District Facilities Specialist through use of a work order. The Supervisor is responsible to use those available days in May for cleaning and repairs to prepare the dorm for summer use and those days available in August to prepare for the arrival of students.
- D. The Dorm Supervisor shall be responsible for directing and managing timely ordering of all supplies necessary for the efficient operation of the Dorm. Cleaning supplies shall be ordered through the District Facilities Specialist.
- E. The Dorm Supervisor is responsible for ensuring students are awake in time to have breakfast each morning and arrive at school in a timely manner.
- F. The Dorm Supervisor is responsible for meal preparation, which may include directing and managing the duties of the substitute supervisors:
 - 1. Breakfast and Dinner each day with lunches on non-school days.
 - 2. Dinner on school days.
 - a. Students will buy or prepare their own lunches on school days and non-school days when they travel for extra-curricular or other trips.
 - b. Breakfasts and lunches may include items students prepare such as sandwiches, toast or microwave meals.
 - c. Meals may be purchased already prepared but must fit within the district provided budget. Amounts prepared shall be sufficient to ensure each student is adequately fed (full).
 - d. Supervisor is responsible for establishing meal times that fit with the students' school and athletic schedules. The Dorm Supervisor may establish times when the kitchen is closed.
 - e. Prior to a weekend off, The Dorm Supervisor is responsible for providing menu, groceries, and recipes for the Substitute supervisor to follow.
 - 3. The Dorm Supervisor will order groceries from the school food service company and the Grocery Outlet in Baker City or Ontario. The Dorm Supervisor shall be responsible for maintaining the food purchases within the monthly budgeted amount. This will include collaborating with the business manager.
 - 4. A monthly meal plan shall be prepared and given to the Superintendent for presentation to the Board, if requested by the Superintendent or the Board.
 - 5. The dorm buses will not be used for personal use.
- G. The Dorm Supervisor will transport and supervise students during field work for Friday School (some Saturdays will be impacted) as well.
- H. The Dorm Supervisor will transport and supervise students on visits to local ranches for enrichment activities and community service.
 - 1. The Dorm Supervisor will provide a minimum of eight cultural excursions throughout the year for student residents. The Superintendent will review and approve strategic plans prior to the first excursion of the year.
 - 2. The Dorm Supervisor will maintain the residence as the students' home on weekends and will NOT subject students to supervisor's personal activities.
 - 3. The Dorm Supervisor will coordinate all offsite visits with Superintendent.

- I. The Dorm Supervisor is responsible for maintaining discipline in accordance with the Boarding Facility Handbook provided by the District.
 1. The Dorm Supervisor shall work with the Superintendent on discipline dealing with repeated or serious violations of Boarding Facility or District rules.
 2. The Dorm Supervisor shall timely inform the Exchange Student Organization representative(s) of student disciplinary issues as needed or required by agreement.
 3. The Dorm Supervisor may be called to act as an arbitrator at the recommendation of the Superintendent.
 4. A discipline report shall be presented to the Superintendent each month.
- J. The Dorm Supervisor is responsible for preparing and presenting a monthly report to the Superintendent and may be asked to present said report to the Board in person or may be called by the Board or Superintendent to answer questions or serve as an advisor to either party.
- K. The Dorm Supervisor is responsible for insuring students have access to regular mail service.
- L. The Dorm Supervisor is responsible for insuring students have regular access to banking facilities and services.
- M. The Dorm Supervisor is responsible for insuring students have access to health services as needed.
- N. The Dorm Supervisor is responsible for completing all reports required by the Superintendent, Board, or the Exchange Organizations in a timely manner and insuring the students have regular access to the Exchange Organization representative(s).
- O. The Dorm Supervisor is responsible for working with the Superintendent and the Exchange Organization representative(s) to identify and select new exchange students for the next school year.
 1. Neither the Supervisor nor Exchange Student Organization representative(s) shall make any commitments without the consent of the Superintendent.
 2. The Dorm Supervisor is responsible for working with the Superintendent and the exchange organization representative(s) to identify and select new exchange student mentor families each year. This selection shall meet the requirements of the District and the Exchange Organizations.
 3. The Dorm Supervisor shall comply with all applicable district policies, Board directives, state rules and laws as well as any applicable federal statutes.
 4. The Dorm Supervisor shall be responsible to carry out other duties as assigned by the superintendent or designee.
 5. The Dorm Supervisor will be assigned specific cleaning and sanitization duties associated the COVID – 19.

Section III

WORK SCHEDULE, PAY and BENEFITS

DUTY HOURS AND DAYS

- A. The Dorm Supervisor shall be on duty and responsible for students Sunday through Saturday, twenty-four hours a day from the first day any student arrives until the last student has departed except during those recognized days off as listed below. This is a full-time, 41-week, two-day, exempt position.

DAYS OFF

- B. **Weekends Off:** The **Dorm Supervisor** shall be replaced by a substitute supervisor for one three-day weekend each month, with the exception of December and March, during which the supervisor will have one three-day weekend, in addition to winter and spring break. The regular weekends off shall not be prior to the second week of September nor after the second week in May. The regular weekends off in both December and January shall not run concurrent to days off during the Christmas Break. Regular weekends off shall commence on Friday not later than 8:00AM and shall end the following Sunday not later than 6:00 pm.
- C. **Schedule Required:** The Dorm Supervisor shall prepare a schedule of projected days off each quarter and submit it to the superintendent for approval, which is due two weeks of the first scheduled weekend off per quarter, allowing the Dorm Supervisor adequate time to schedule substitutes. It is the

responsibility of the Dorm Supervisor to schedule substitutes. The Dorm Supervisor shall schedule substitutes that have been pre-approved by the Superintendent.

D. Leaves: All leaves are subject to approval by the Superintendent and must be scheduled in advance.

- 1. Personal Leave:** The Dorm Supervisor shall be allowed three days of personal leave to attend to personal business that cannot be dealt with during regular days off.
- 2. Bereavement Leave:** In the event of the death of an immediate family member (husband, wife, children of their spouses, brother, sister, parents, and grandparents) the Dorm Supervisor shall receive three days of bereavement leave to make arrangements or attend the funeral.
- 3. Sick Leave:** The Dorm Supervisor shall accrue 1 sick day per month. Dorm Supervisor may use sick leave because of personal illness or injury or to attend an illness of an immediate family member as defined under state and federal laws.
- 4. Days not taken:** Any unused "days off" shall NOT carryover to the next month and will not be reimbursed for pay unless approved by the Superintendent and related to the needs of the District. Failure on the part of the Dorm Supervisor to take their scheduled "days off" shall not constitute just cause for compensation of unused "days off".

COMPENSATION

- A. Salary:** The **Dorm Supervisor's** salary for the 2021/2022 school year is \$35,000 for the length of the contract.
- B. Benefits:** The Dorm Supervisor shall be considered a full time 10-month employee of the district for the 2021-2022 school year, the District will pay up to \$1,200 per month premium cost for Medical, Dental and Vision coverage. Additionally, employee shall qualify for PERS coverage equivalent to those other employees on Individual Employment Agreements and other such benefits comparable to such employees
- C. Room and Board:** The **Dorm Supervisor** shall be permitted to live in the Boarding Facility apartment and eat the meals with the students at no charge until the last student departs.

Section IV

CONTINGENCY CLAUSE

- A.** In the event that circumstances beyond the control of the school district or Dorm Supervisor prevent the boarding facility from operating in the manner planned by the district, the Dorm Supervisor may be subject to lay-off, until such time as the boarding Dorm can be reinstated.
- B.** Burnt River School District enters this agreement under the assumption that a minimum of six student will reside in the Dorm, therefore necessitating the position of the Dorm Supervisor.
- C.** Should circumstances require a layoff or reduction in force, health benefits will be paid for the remainder of the month, and COBRA information will be provided, per past practice and law.
- D.** Upon cancellation of this contract, the Dorm Supervisor shall be entitled to pay for all time worked through the day in which the contract is cancelled.
- E.** Every effort shall be made by the District to communicate the need for such and adjustment in advance of enforcement of this clause, with a minimum of 30-day notification.

Section V

TERMINATION OF AGREEMENT

- A.** Should this position be eliminated or a decision be made for termination, the Dorm Supervisor shall be given a minimum of 30 days' notice, unless the reason constitutes the need for immediate termination. The Dorm Supervisor will not qualify for a severance package.
- B.** Should the Dorm Supervisor determine they are no longer able to continue in the position, they shall give the District a minimum of 30 days' notice and will not qualify for a severance package.

C. Upon termination of this agreement the Dorm Supervisor shall vacate the Boarding Facility within the thirty days or not later than June 5th whichever comes first unless reason for termination of this agreement constitutes a need for immediate vacating of the facility.

This Agreement shall remain in effect from **August 13, 2021 to May 31, 2022.**

All signatories to this agreement understand and agree to the conditions, duties, compensation and benefits herein and do further understand and agree that only those terms listed herein shall apply.

Employee's Name:
Employee's Address:
Employee's SSN (Last Four):

Signatures:

_____	_____	_____	_____
Employee	Date	Board Chair	Date

_____	_____
Superintendent	Date