



# ARKANSAS SCHOOL FOR THE BLIND



James Caton, Superintendent

**POSITION: 22082524**

**POSITION TITLE:**

Residential Advisor

**REPORTS TO:**

Patrick Nixon

**JOB DESCRIPTION:**

Supervision of students. Provide instruction with daily living skills (eating, grooming, etc.) Report all activities and findings to direct supervisor and/or administrative staff. Plan and assist with recreational activities. Maintain a clean and safe environment of student living areas and all common areas. Maintain adequate cleaning supplies for assigned work areas. Ensure the safety of students at all times. Perform other duties as assigned.

**MINIMUM QUALIFICATIONS:**

The formal education equivalent of a high school diploma; plus three years of experience in the care and welfare of dormitory residents.

**PREFERENCES:**

Ability to work with work students who are blind or visually impaired. Clean driving record and the ability to drive vans. Basic computer skills.

**Hours: 4:00 p.m. to 12:00 a.m.**

**SPECIAL REQUIREMENTS:**

A background check will be conducted. Direct deposit and 6% 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. **(Chaperone bus rides on Friday and Sunday (evenings, weekends). Assist in the transportation of blind and visually impaired students and students with multiple disabilities. Provide tutoring and support for academics. Work collaboratively with teachers and educational staff for student success.)**

**APPLICATION PROCEDURE:**

Submit State Application by 4:30 p.m. 5/10/19 to: Bonita Nash, Assistant Personnel Manager  
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 [www.arstatejobs.com](http://www.arstatejobs.com)

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