



Theodore Roosevelt School

Warriors

P.O. Box 567

Fort Apache, AZ 85926

(928) 338-4464 Fax (928) 338-1009

Dr. Leon Ben, Chief School Administrator / Principal

POSITION DESCRIPTION

Residential Supervisor

Position Title:	Residential Supervisor
Department:	Residential Life Program
Reports To:	Chief School Administrator / Principal
FLSA Status:	Exempt – Salaried
Term of Employment:	12-Month Position (Year-Round)
Work Schedule:	Variable — Includes nights, weekends, and holidays; on-site 3 of every 5 days
Phone Stipend:	Provided — Supervisor must be reachable by phone when not on-site

POSITION SUMMARY

The Residential Supervisor serves as the professional head of Theodore Roosevelt School's (TRS) Residential Life Program, providing direct supervision of residential staff and students in the dormitory facility. The TRS dormitory operates five (5) days per week and quarters and sleeps students five (5) nights per week. Consistent with 25 CFR 36.75 and Article III of the TRS Policies and Procedures Manual (Management of the Workforce), the Residential Supervisor is responsible for the safety, health, security, and well-being of boarding students 24 hours a day during periods of student residence. The position plans, manages, monitors, and evaluates a well-balanced residential program incorporating educational, social, cultural, recreational, life-skills, and developmental components that promote each student's academic and personal growth.

Two priorities are paramount and non-negotiable for this role: (1) demonstrated proficiency in and active integration of technology across all residential operations, and (2) recruitment, retention, and continuous achievement of full dormitory occupancy. Performance will be evaluated against both.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Residential Program Leadership & Student Supervision

- Commit to being physically present supervising students and staff in residential facilities a minimum of three (3) out of every five (5) workdays.
- Remain reachable and available by phone on non-on-site days. TRS will issue a phone stipend to support continuous availability for staff, emergencies, and program decisions.
- Maintain continuous oversight of student whereabouts, safety, and well-being on a 24-hour basis during periods of student occupancy. The dormitory operates five (5) days per week and quarters and sleeps students five (5) nights per week.
- Be available evenings, overnights, weekends, and holidays as scheduled.
- Ensure compliance with 25 CFR 36.77 minimum supervisory ratios and 25 CFR 36.100 student attendance check requirements (four physical counts per day; hourly room checks at night).
- Act in loco parentis when parents or guardians cannot be reached, in accordance with 25 CFR 36.97.
- Enforce the TRS Residential Life Handbook, student sign-in/out procedures, and student conduct policies, including the zero-tolerance bullying policy.

2. Daily Recreation, Life Skills, & Programming

- Develop, implement, and personally oversee a daily recreation schedule for all students residing in the dormitory, consistent with 25 CFR 36.92, which requires:

- One (1) hour per day of scheduled, structured physical activity Monday through Thursday, and two (2) hours of structured physical activity on weekends for resident students.
- One (1) hour per day of scheduled, structured study at least four days per week, with additional study and tutoring for students who are failing any classes.
- Native language and cultural activities that honor White Mountain Apache traditions and tribal sovereignty.
- Wellness programming addressing character, health, hygiene, nutrition, and age-appropriate health education.
- Integrate cooking and food service into the daily recreation schedule. Teach students food preparation, kitchen safety, safe food handling, sanitation, and the requirements of ServSafe / Safe Service food handling standards.
- Teach core life skills as part of weekly residential programming, including laundry, personal hygiene, sanitation and cleaning, budgeting and shopping, meal planning, and food preparation, so that every student leaves the dorm with the practical skills needed for independent living.
- Integrate academic tutoring and structured study support into the daily schedule, coordinating with classroom teachers to ensure homework completion, literacy practice, and targeted help for students who are failing or struggling in any class.
- Plan and lead monthly and quarterly incentive trips, outings, field trips, and community engagement activities.

3. Staff Scheduling, Supervision, & Evaluation

- Directly supervise all residential staff, including Home Living Assistants, Residential Custodian, and Residential Bus Driver/Maintenance personnel.
- Prepare and maintain weekly residential and facilities master schedules that ensure continuous overnight supervision, weekday and weekend coverage, and 40 hours per week per staff member without unauthorized overtime.
- Conduct annual and periodic performance evaluations of residential staff in accordance with TRS Article III (Management of the Workforce).
- Coordinate, document, and verify annual training requirements under 25 CFR 36.86 (First Aid/CPR/AED, Student Checkout, Confidentiality/FERPA/HIPAA, Medication Administration, Student Rights, Child Abuse Reporting, Suicide Prevention, De-escalation, Substance Abuse, Ethics, Child Development, Counseling, and COOP).
- Adjust schedules using approved flex-time provisions to maintain coverage during meetings, field trips, emergencies, and unforeseen absences without creating budget impact.

4. Budget Monitoring & Management

- Monitor, manage, and account for the residential program budget, including dormitory operations, supplies, equipment, recreation, food service support, transportation, and incentive activities.
- Track expenditures against the approved annual budget; review monthly budget reports; identify variances; and recommend corrective action.
- Approve, document, and submit residential-related purchase requisitions and invoices in accordance with TRS financial controls and Article II procurement procedures.
- Certify availability of funds for residential positions and supplies prior to commitment, in alignment with Section 2.09 Filling Vacancies and Section 2.15 Final Approval.
- Protect the residential budget from unauthorized overtime, unnecessary hires, and avoidable damages or losses, including vandalism cost recovery from responsible parties.

5. Monthly Reporting to the Governing Board

- Prepare and submit a written monthly Residential Program Report to the TRS Governing Board, including at minimum:
- Enrollment, residence count, and attendance metrics tied to BIE residential count periods (25 CFR 39.217).
- Programmatic highlights including recreation, cultural, academic study, and wellness activities completed.
- Incident summary (de-identified) including critical incidents reported under Indian Affairs Manual Part 30, Chapter 4.
- Staffing status, training compliance, and any vacancies or scheduling concerns.
- Budget-to-actual summary, projected expenditures, and any recommended adjustments.
- Compliance status with 25 CFR 36 standards and Board-approved residential policies.
- Prepare and submit the Annual Accountability Report required under 25 CFR 36.120 within 45 days following the end of the school year.

6. Technology Integration (Paramount Priority)

Technology proficiency and active technology integration are a top, non-negotiable priority of this position and will be evaluated on an ongoing basis.

- Demonstrate proficiency in and lead the integration of technology throughout the residential program for scheduling, attendance, incident reporting, communication, budget tracking, recreation programming, life-skills instruction, and student academic support.
- Use Microsoft Office (Word, Excel, PowerPoint, Outlook), Google Workspace, virtual meeting platforms, school information systems, BIE reporting platforms, and approved residential management software.
- Train, model, and supervise residential staff in the appropriate, secure, and FERPA-compliant use of technology, including digital incident reports, electronic timekeeping, and digital communication with parents/guardians.
- Ensure reasonable student access to computers and internet for homework and study, consistent with 25 CFR 36.102, while enforcing acceptable use, social media, and electronic device policies.
- Maintain confidentiality of all electronic student records per FERPA (34 CFR Part 99) and HIPAA.

7. Student Transportation

- Be willing and available to transport students in school-approved vehicles for routine, recreational, medical, weekend, and emergency purposes.
- Drive, ride along, and/or directly supervise student transportation in accordance with TRS Article XVII (Transportation) and all applicable federal, state, and tribal motor vehicle laws.
- Maintain a valid state driver's license as a continuing condition of employment.
- Coordinate with the Residential Bus Driver/Maintenance staff for routine transports and serve as primary or back-up authorized driver as needed.
- Enforce student safety rules in vehicles, including 100% seatbelt compliance.

8. Health, Safety, & Emergency Response

- Serve as Primary Emergency Authority for the residential facility under the TRS Emergency Coverage Addendum.
- Coordinate basic medical, dental, vision, and behavioral health services with Indian Health Service and contracted providers (25 CFR 36.91, 36.97).
- Implement infection control protocols, isolation room procedures, immunization tracking, and SCAN (Suspected Child Abuse/Neglect) reporting under the Indian Child Protection and Family Violence Prevention Act (P.L. 101-630; P.L. 101-647).
- Lead monthly fire drills, evacuation drills, lockdown, and shelter-in-place practice in accordance with the Emergency Management / Continuity of Operations Plan (COOP).
- Maintain sanitary standards in dormitory facilities under 25 CFR 36.95 and 36.96.

9. Recruitment & Full Occupancy (Paramount Priority)

Recruiting students into the dormitory and keeping the dorm at full occupancy is a paramount priority of this position. Performance will be measured against demonstrated growth in residential enrollment and sustained occupancy.

- Lead a year-round student recruitment and retention strategy for the dormitory in collaboration with the Principal/CSA, classroom teachers, and tribal community partners.
- Develop and deliver recruitment outreach to families across the White Mountain Apache reservation and eligible feeder communities, including home visits, community events, school presentations, and tribal program partnerships.
- Track and report dormitory enrollment, residence counts, retention, and weekly/monthly occupancy rates; meet or exceed BIE residential count requirements under 25 CFR 39.217.
- Identify and address barriers to retention (homesickness, transportation, behavioral issues, family concerns) with targeted programming and parent communication.
- Maintain a waiting list and onboarding pipeline so vacancies are filled rapidly.

10. Weekly Supervisor Meetings & Communication

- Attend, prepare for, and participate in weekly supervisor meetings convened by the Principal/CSA. Come prepared with current enrollment numbers, staffing status, incident summary, programming highlights, budget status, and recruitment progress.
- Communicate proactively with parents and guardians regarding student welfare, attendance, incidents, and program activities.
- Coordinate with the Principal/CSA on McKinney-Vento, BIE residential, IEP/504, and student support team meetings.
- Implement and enforce TRS Policies and Procedures Manual provisions, the Residential Life Handbook, BIE Residential Life Staff Reference Guide, and all applicable 25 CFR Part 36 standards.

MINIMUM QUALIFICATIONS

Education

- Bachelor's degree from an accredited college or university is preferred, consistent with 25 CFR 36.75(b) qualifications for a Residential Supervisor.

Experience

- Minimum of three (3) years of related experience supervising children (grades K–12) in a residential, boarding school, or comparable setting.
- Demonstrated experience supervising and evaluating staff, managing schedules, and overseeing operational budgets is strongly preferred.
- Experience leading student recruitment, retention, or enrollment initiatives is preferred.
- Experience working with Native American/American Indian students and families is preferred.

Required Knowledge, Skills, & Abilities

- Demonstrated proficiency in and active integration of technology across program operations, reporting, and student support. (Paramount priority.)
- Demonstrated ability to recruit, retain, and maintain full residential enrollment. (Paramount priority.)
- Ability to teach and supervise cooking, food handling, kitchen safety, and Safe Service / ServSafe-aligned practices. ServSafe Food Handler/Manager certification preferred or willingness to obtain within 90 days of hire.
- Ability to teach and model life skills including laundry, sanitation, hygiene, shopping, budgeting, and food preparation.
- Ability to monitor, manage, and reconcile operating budgets and produce accurate written reports.
- Ability to communicate effectively in English, both orally and in writing.
- Knowledge of 25 CFR Part 36 residential program standards, FERPA, HIPAA, and child protection statutes.
- Demonstrated leadership, conflict resolution, de-escalation, crisis response, and decision-making skills.
- Cultural competence and respect for White Mountain Apache language, history, and traditions.

Conditions of Employment

- Must successfully complete federal and tribal background and fingerprint checks in accordance with TRS Article II, Section 2.18; 25 U.S.C. § 3201; and 25 C.F.R. § 63.10. Continued employment is contingent on maintaining background suitability.
- Must possess and maintain a valid state driver's license; insurable driving record required.
- Must commit to working nights, weekends, holidays, and on-call/emergency hours as scheduled, with on-site supervision a minimum of three (3) out of every five (5) days.
- Must remain reachable by phone on non-on-site days. A phone stipend will be issued for this purpose.
- Must attend weekly supervisor meetings.
- Must complete all BIE-required annual training prior to the first day of student occupancy each year.
- CPR, First Aid, and AED certification required (may be obtained post-hire).
- ServSafe / Safe Service Food Handler or Manager certification required or to be obtained within 90 days of hire.

PHYSICAL REQUIREMENTS

Normal standing, walking, and movement throughout the dormitory and school grounds. May be required to participate in indoor, outdoor, and off-site activities. Required to go up and down stairs in the dormitory. Must have good vision and hearing,

correctable with glasses or hearing aid. Must demonstrate mental and emotional stability appropriate for supervising minors in a residential setting.

COMPENSATION

Salary is set according to the TRS Facility/Transportation Director and Residential Hall Director Pay Scale based on verified years of relevant service:

Years of Service	Annual Salary
0 – 5 years	\$50,000
5 – 10 years	\$55,000
10 – 15 years	\$60,000
15 – 20 years	\$65,000
20 – 25 years	\$70,000
25+ years	\$75,000

The Principal/CSA, with the approval of the Governing Board, is authorized to adjust the starting salary in cases of (1) hard-to-fill positions, (2) retention of key employees, (3) specialized and competitive market needs, (4) longevity and salary-compression adjustments, or (5) emergency hiring needs, consistent with TRS Policies and Procedures Manual Sections 2.09, 2.15, and 2.16. All adjustments require a formal written request from the Principal/CSA and approval by the Governing Board, documented in the employee's personnel file, and shall comply with TRS financial policies and oversight regulations.

HOW TO APPLY

Applications are available online at www.trswarriors.com and may be submitted online. For questions, application assistance, or to learn more about the position, please contact:

Darin Nez

Human Resources Director/ Business Manager

Theodore Roosevelt School

Phone: (928) 338-4464

Email: Dnez@Trswarriors.com

Website: www.trswarriors.com

Open until filled. Review of applications will begin immediately.

EQUAL OPPORTUNITY & TRIBAL PREFERENCE

Theodore Roosevelt School is an Equal Opportunity Employer and is committed to providing a workplace free from discrimination. In accordance with federal laws, including Title VII of the Civil Rights Act of 1964, and applicable Tribal laws and regulations, TRS ensures that all employment decisions are based on qualifications, merit, and the operational needs of the school.

As a Tribally Controlled Grant School, TRS adheres to Tribal Employment Preference Policies as outlined in Section 2.03 (Equality of Employment Opportunities / Non-Discrimination / White Mountain Apache Indian Preference). In compliance with the White Mountain Apache Tribal Code and federal Indian Preference laws, TRS gives first preference in hiring, promotion, and retention to qualified, enrolled members of the White Mountain Apache Tribe, followed by other qualified Native American applicants.