

# LEXINGTON

25-26 75th Street · East Elmhurst, NY 11370-1472  
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## JOB DESCRIPTION

|                       |   |
|-----------------------|---|
| <b>Department:</b>    | Residence Program   |
| <b>Title:</b>         | Dorm Director   |
| <b>Supervises:</b>    | Dorm Counselors, Substitute Dorm Counselors, and Tutors                                   |
| <b>Reports to:</b>    | Coordinator of the Mental Health School Team/Positive Behavioral Interventions & Supports |
| <b>FLSA Status:</b>   | Exempt  |
| <b>Position Type:</b> | Full/time 10-month position – Benefit Eligible  |
| <b>Date Revised:</b>  | April 10, 2019  |

**Position Summary:** Supervise the Residence Program, which offers academic tutoring and independent skills training in a residence setting.

### **Responsibilities:**

- Plan and supervise all aspects of the residence program including academic, social and recreational
- Ensure compliance with Lexington School, State Education Department Requirements and Office of Children and Family Services
- Develop and maintain policies and procedures for staff and students within the residence
- Prepares the budget for the dormitory maintenance and activities
- Develop and maintain contact with students' families and educational staff
- Driving van with students to various activities
- Performs other related duties as assigned

### **Qualifications:**

- MSW, MA in counseling, or preferred or related field; BA with experience in the position considered
- Fluency in American Sign Language
- Experience in working with Deaf adolescents
- Experience in residence program
- Valid drivers' license in good standing