



Overnight-Morning Student Life Assistant

Washington, DC

Job Description

Position Overview

We are currently seeking Overnight-Morning Student Life Assistants (ONMSLA) for 2021 – 2022 school year to work collaboratively with Student Life Counselors (SLCs) for in evening and morning shifts. This position is in place to create and maintain a safe residence hall environment in which students can learn and grow while modeling, guiding, and teaching students social, self-help, and lifelong learning skills. The Overnight-Morning Student Life Assistant monitors students during night hours and the morning hours prior to the start of the school day during morning programming or routines . ***The morning ONMSLAs will work with scholars Sunday-Thursday from 11:30pm-8:30am.***

Essential functions and responsibilities include but are not limited to the following:

ONMSLAs are on duty alone or with another ONMSLA while supporting scholars, while they are sleeping. ONMSLAs must remain awake and available to assist scholars during their shift. ONMSLAs are responsible for the overall safety and security of the residence hall floor that they are covering and the scholars they support. This includes monitoring scholars sleep and safety; and filling out required documentation, such as hourly observations of residents; and room scans.

In the Morning ONMSLAs are responsible for the following:

- Oversees and/or provides structure and expectations for morning routines, which could include but not limited:
 - Wake up
 - Chores
 - Preparation for the school day (morning hygiene routines)
 - Morning activities
 - Breakfast
 - Transition to classes
- Nurtures each student entrusted to their care consistent with the Student Life Program by:
 - Assisting in the dormitory and providing coverage for breaks, absences, etc. (evening)
 - Escorting scholars to Wellness Suite, dining hall, etc. (morning/evening)



- Attending to students' personal safety by being aware of student location, being aware of and attentive to warning signs of emotional distress, and supporting overall campus supervision (morning/evening)
- Making decisions based on the best interest of students (morning/evening)
- Builds and fosters positive relationships with all stakeholders (students, staff, families):
- Displaying appropriate role modeling
- Respecting and appreciating diversity
- Listening actively to students' thoughts, feelings, concerns, and problems and counseling when appropriate
- Utilizing active listening, pro-active teaching, corrective teaching, and self-awareness
- Effectively utilizing appropriate skills to prevent and/or de-escalate intense situations while maintaining the dignity and respect of the student
- Communicating with families on a regular basis (morning)
- Supports academic programming and student leisure and recreational activities by:
- Supporting and supervising scholars in Study Zone and during interventions (evening)
- Assisting with transportation for exposure/field trips (morning/evening)
- Submits all required documentation in a timely manner (morning/evening)

Qualifications:

- Associates Degree or Bachelor's Degree equivalent preferred, in social sciences or related field.
- 1-2 years of direct experience in adolescent development, residential/boarding education, counseling, activities coordination, or related fields.
- Must have a professional, cooperative and positive attitude toward students, parents, staff and other constituencies of the school.
- Ability to effectively communicate at every level (students, parents, administration, and staff).
- Supports and encourages the overall school environment which promotes personal and professional growth and development.
- A commitment to the shared vision and mission of the school.

A SEED Employee:

- Is committed to SEED's mission and its beliefs;
- Thinks strategically in aligning one's own workstreams to the larger organizational mission;



- Possesses exceptional interpersonal skills, with creative and positive energy for working with youth;
- Behaves professionally in a fast-paced environment and with a variety of constituents;
- Works independently as well as collaboratively with a team while managing multiple tasks.

SEED is committed to the letter and spirit of equality. It does not discriminate on the basis of race, color, religion, gender, sexual orientation, or national and ethnic origin in hiring and employment, nor in the administration of its educational policies, admissions policies, scholarship and other programs.

Annual Salary: \$34,000

NOTE: On Sept. 20, 2021, Mayor Muriel Bowser signed [Mayor's Order 2021-109](#) requiring that by Nov. 1, 2021 all adults who are regularly in schools and child care facilities in the District must have received a full course of vaccination against COVID-19. A full course of vaccination means an individual must have received the second dose of a 2-dose series, or one dose of a single-dose series effective Nov. 1, 2021. This Order does not permit a test-out option for individuals unless they have been granted a medical or religious exemption. More information can be found [here](#).