

**BOARD OF REGENTS  
STATE OF IOWA  
REGENTS MERIT SYSTEM**

**Class Title:** Houseparent II

**Class Code:** 7662

**Pay Grade:** 409

**GENERAL CLASS DESCRIPTION:**

Under general supervision, is directly responsible for the care and welfare of student during non-classroom hours and for providing instructional and recreational activities for proper social, emotional, physical and intellectual development. Provides functional supervision as appropriate.

**CHARACTERISTIC DUTIES AND RESPONSIBILITIES:**

1. Accounts for the presence or whereabouts of all students and reports absences to appropriate personnel.
2. Provides students with instructions and assistance in daily hygiene practices, such as bathing, oral hygiene, nail care, hair care, use of toiletries, applying cosmetics, etc.
3. Monitors students' performance of daily homework assignments and assists with homework or personal correspondence as necessary.
4. Assists students with wardrobe as needed, including: advising of proper attire for various occasions, taking periodic inventory of student's clothing and reporting shortages, sorting for laundry and mending purposes.
5. Coordinates and carries out programs or instructions developed by recreation director, school nurse, psychologist, teachers, principals, deans, or other school officials for the benefit of the students. May be required within school policy to discipline students.
6. Delegates, supervises and trains as necessary students performance of daily domestic chores such as making or changing beds.
7. Notifies health center/infirmary in cases of emergency or illness. Refers students in need of medical attention to the infirmary by completing proper form for that purpose.

The tasks listed under the heading of Characteristic Duties and Responsibilities are examples of the variety and general nature of duties performed by employees in positions allocated in the class. The list is descriptive only and should be used for no other purpose. It is not intended that any position include every duty listed, nor is it intended that related duties cannot be required.

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8. Applies or removes appropriate apparatus, such as hearing aides, braces, prosthesis, etc.
9. Advises proper person of needed repairs and performs light maintenance in times of emergency; orders and obtains necessary dormitory supplies according to school policy.
10. Cleans up students' accidents due to illness - i.e. vomiting or diarrhea as it occurs.
11. Is alert and concerned for the safety of all students.
12. Provides functional supervision to school assistants or other employees as assigned

**KNOWLEDGES, SKILLS AND ABILITIES:**

1. Ability to communicate orally and in writing.
2. Knowledge of the basic principles and procedures of first aid.
3. Ability to interact with students, staff and parents in order to establish and maintain effective working relationships.
4. Ability to keep accurate, up-to-date records.
5. Ability to learn sign language and to communicate by sign.
6. Knowledge of emergency evacuation procedures.
7. Ability to instruct and lead students in the performance of daily living skills.
8. Knowledge of human behavior and needs of impaired children.
9. Ability to establish rapport with students.

**MINIMUM ELIGIBILITY REQUIREMENTS:**

Graduation from high school with courses in physical hygiene, social studies, or other courses pertinent to everyday living; or

At least one year experience in an area directly applicable to the care and concern for children.

**REVISION EFFECTIVE:**

**July 1, 1989**