

| What kind of assignments do your overnight staff do?                                                                                                                                                                                                                                                                                                                              | What is the ratio of your overnight staff with students?                                                                                            | What are the shift hours of your overnight staff?                                                                                                 |
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| Check on students and punch in time at 20-minute intervals. Decorate bulletin board with educational or artistic exposure. Update documents. Do laundry as needed.                                                                                                                                                                                                                | Depending on what size. Right now we have a overnight staff to each suite.                                                                          | 11:15pm-7:15am                                                                                                                                    |
| Room checks every 15 minute, cleaning, online training                                                                                                                                                                                                                                                                                                                            | 6:40                                                                                                                                                | 11:15pm-7:45am                                                                                                                                    |
| <a href="https://drive.google.com/open?id=1DLcy2_tbqWALMBaz9PHHuWJPY18WAE-mwewhuUBZ3Rg">https://drive.google.com/open?id=1DLcy2_tbqWALMBaz9PHHuWJPY18WAE-mwewhuUBZ3Rg</a>                                                                                                                                                                                                         | None - one staff per floor (some have 10 student between 25 students) We do have assistant teacher come into at 6:30am to help with overnight staff | 12am to 8am                                                                                                                                       |
| Oversees the students' sleeping at 5 to 15 minutes interval times; do other projects as assigned by 2nd shift staff like decorations and others                                                                                                                                                                                                                                   | 8 to 1 with an addition of one Enhanced Services Staff to one student each                                                                          | Monday thru Friday 12 am - 8 am 5 days for Sunday students only ; Monday thru Friday 10 pm - 8 am for non-Sunday students                         |
| Check on students while they are sleeping every 15 minutes. Supervise the students eating breakfast in cafeteria and making sure they get to school.                                                                                                                                                                                                                              | 1:9                                                                                                                                                 | 11 pm - 9 am                                                                                                                                      |
| Laundry, deep cleaning (sweep, mop, scrub toilets, showers,) Organize,                                                                                                                                                                                                                                                                                                            | 1:12                                                                                                                                                | 11pm-9am (10 hour, 4 day school week)                                                                                                             |
| Check on the kids all night. Help prepare breakfast in the morning.                                                                                                                                                                                                                                                                                                               | We have two staff on duty in the building each night. We have about 16 students in three wings.                                                     | 12:00 AM to 8:00 AM                                                                                                                               |
| 15 minute checks of students while sleeping, dorm decorations, cleaning dorm common areas, prepping supplies for activities                                                                                                                                                                                                                                                       | it varies based on dorm and student needs                                                                                                           | 12a-8am                                                                                                                                           |
| 15 min checklist, some do bulletin board                                                                                                                                                                                                                                                                                                                                          | vary.. average 15:1                                                                                                                                 | 11:50pm to 7:50am                                                                                                                                 |
| keeps surveillance over a group of students in a cottage setting during sleeping period; checks on their safety, health and welfare during the night; be awake at all times while on duty and to do other related work; communicates with students, staff and parents in a sincere and professional manner using American Sign Language and other communication methods as needed | 1-24                                                                                                                                                | 11:45 p.m. to 8:15 a.m. for HS; 11:30 p.m. to 8:15 a.m. for MS; 10:30 p.m. to 8:30 a.m. for Elem (three NAs, 10 hour/4 night shift with three NAs |

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| laundry, tasks from 2nd shift RA                                                                                                                                                                                                      | 1 to 5                                                      | Secondary 10:00 to 7:30, EIM 11:00 to 8:30                                                                                                          |
| Room checking, bulletin boards (school/clubs/dorm), help with decorating school play props, set up rooms for visiting guests (athletes), update dorm attendance on Power School, prepare and update dorm student roster/checking list | About 1 staff per 7 students                                | Depending on staff working days; 5 days staff schedule- Sunday to Thursday 12:00AM-8:00AM/ 4 days staff schedule- Monday to Thursday 10:00PM-8:00AM |
| check on students every half hour (while asleep) and record in Student Daily Check List log, clean kitchen, prepare breakfast, and responsibilities as designated by the Dorm Director.                                               | 6:1                                                         | 11 pm - 7:30 am                                                                                                                                     |
| Supervise students' attendance and well-being, general cleaning duties of the dormitories                                                                                                                                             | There is no ratio. We have 1 overnight staff for each dorm. | 11:30 PM to 8 AM. They get 30 minutes of unpaid "lunch" break                                                                                       |
| deep cleaning, 15 minute checks, life skills in am teach proper dressing skills and hygiene                                                                                                                                           | 1:15                                                        | 11pm-9am                                                                                                                                            |
| regular bed checks, tend to the needs of the students, projects, i.e. crafts, paperwork, and maintain floor cleanliness                                                                                                               | Elem & MS - 1:8 & HS - 1:10                                 | 11:15pm-7:45am                                                                                                                                      |