Staff Expectations

1. **Respect**
   a. Maintain a level of respect for yourself, your fellow staff members, and the students.
   b. Have respect for your building and community.

2. **Teamwork**
   a. Work together with your fellow staff members and be supportive of one another.
   b. Feel free to come to me when you need help.
   c. If you are completing paperwork for a shift change, it is mandatory that you take a shift in order to give one to a fellow staff member – Complete shift change request form.
      i. A weekday will be traded for a weekday and a weekend will be traded for a weekend.
      ii. Paperwork needs to be submitted 7 days in advance.

3. **Communication**
   a. Phone, email, and face-to-face are all effective forms of communication.
   b. Adequate notice is required when your schedule conflicts with meetings, programs, or shifts.
   c. Never stop communicating with your fellow staff members or me.

4. **Positive Attitude**
   a. Be solution-minded and flexible when problems arise.
   b. Venting is allowed with me one on one but not in our group staff meeting.
   c. Keep a positive attitude and help to maintain a positive atmosphere in our building/department.
   d. Maintain a “YES” environment.

5. **Availability**
   a. When I am here, I am available.
   b. I expect that you are available to the students in the building.

6. **Preparedness**
   a. Make sure that you complete door decorations, bulletin boards, floor flairs and all documentation by or before the deadline.
   b. Pen, paper, and binder are required for meetings and the In-Service unless otherwise instructed.
   c. Early is on time. On time is late.

7. **Self-Accountability**
   a. You will be accountable for making sure that you fulfill your duties as a Resident Assistant. I have enough trust in you as a staff member to take initiative in order to accomplish necessary tasks.

8. **Customer Service**
   a. Make sure you are professional when interacting with students and their families.

9. **Learn Something**
   a. Continual approval is critical for your success as a student and in this role.

10. **Have Fun**
    a. You are your only obstacle to having fun in this role.

--Your Resident Director