

# North Kingstown School Department

## FUNCTIONAL JOB DESCRIPTION

<b>Job Title:</b>	<b>Summer School Coordinator - NKHS</b>
<b>Department:</b>	<b>High School</b>
<b>Reports to:</b>	
<b>Supervises:</b>	<b>Summer School Staff</b>

<b>Description of job:</b>	
<p>The NKHS Summer School Director works directly with NKHS administration and Guidance Department to plan, organize and administer the NKHS Summer School program.</p> <p>Performance Responsibilities:          Communicates with out of district schools about course offerings and schedules          Works with Guidance Counselors to register and schedule students in Summer School          Coordinates summer school classroom assignments          Communicates with department chairs about summer school content          Recruits and hires internal Summer School staff          If positions are not filled internally, works with Assistant Principal to hire external staff          Coordinates classroom use and maintenance issues with custodian          Supervision of summer school teaching staff          Daily attendance, record keeping including completion and filing appropriate grade and attendance documents          Distribution of required texts, log-in information and/or other materials, and return of texts to designated areas at the end of summer school          Work time to include two days prior to the start of Summer School and two days after the end of Summer School in order to ensure readiness for the start of Summer School and finalization of grades with NKHS Guidance Data clerk and guidance departments of sending schools.          Work with Human Resources to ensure teachers have filled out proper payroll documents          Work with Financial Director to collect and turn in summer school payments          Communication with parents, as needed especially for students who are failing classes          Monitoring 504 plans and IEPs as needed          Other duties as assigned by the principal</p>	

<b>Protective Personal Equipment:</b>	n/a				
<b>Classification:</b>	<b>Sedentary:</b>	<b>Light: X</b>	<b>Medium:</b>	<b>Heavy:</b>	<b>Very Heavy:</b>
<i>Classification Key:</i> <b>Sedentary</b> – Exerting up to 10 lbs. of force occasionally; negligible amount of force frequently to lift, carry, push/pull or otherwise move objects; <b>Light</b> – Exerting up to 20 lbs. of force occasionally and/or 10 pounds of force frequently or negligible amounts of force constantly to move objects; <b>Medium</b> – Exerting 20 lbs. – 50 lbs. of force occasionally; 10 lbs. – 20 lbs. frequent; and/or greater than negligible up to 10 lbs. of force constantly to move objects; <b>Heavy</b> – Exerting 50 lbs. – 100 lbs. of force occasionally; in excess of 50 lbs. frequently; 10 lbs. – 20 lbs. of force constantly to move objects; <b>Very Heavy</b> – Exerting in excess of 100 lbs. of force occasionally; and/or in excess of 50 lbs. of force frequently; in excess of 20 lbs. of force constantly to move objects.					
<b>Driving Requirements:</b>	None: X	Manual:	Automatic:		

Work Environment	
<b>Floor Surface:</b>	Tile and/or carpet
<b>Inside:</b>	100%
<b>Lighting:</b>	Incandescent or Fluorescent
<b>Vibration:</b>	n/a

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## PHYSICAL DEMANDS

LIFTING						
Maximum weight lifted: up to 20 pounds occasionally						
WEIGHT	Never	Occasionally	Frequently	Constant	Heights	Description of object
0 – 10 lbs.		x				
10 – 20 lbs.		x				
20 – 35 lbs.	x					
35 – 50 lbs.	x					

CARRYING						
Maximum weight carried: up to 20 lbs.						
WEIGHT	Never	Occasionally	Frequently	Constant	Distances	Description of object
0 – 10 lbs.		x				
10 – 20 lbs.		x				
20 – 35 lbs.	x					
35 – 50 lbs.	x					

PUSHING/PULLING						
Maximum push/pull: 10 lbs.						
WEIGHT or FORCE	Never	Occasionally	Frequently	Constant	Distances	Description of object
0 – 10 lbs.		x				
10 – 20 lbs.	x					
20 – 35 lbs.	x					
100 + lbs.	x					

ACTIVITY	Never	Occasionally	Frequently	Constant	Comments
Sitting			x		
Standing		x			
Walking		x			
Bending		x			
Twisting		x			
Crawling	x				
Kneeling		x			
Squatting		x			
Climbing		x			
Reaching – Vertical		x			
Reaching – Horizontal			x		
Grasping		x			
Pinching		x			
Manual Dexterity		x			

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Fine Dexterity		x			
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**FREQUENCY KEY:** *Never (0%); Occasionally (0 – 33% of shift); Frequently (34-66% of shift); Constant (67 – 100% of shift)*

### Qualification Requirements:

To perform this job successfully, an individual must be able to perform each of the above noted essential duties satisfactorily. The requirements listed below are representative of the knowledge, skill, and /or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### Education and/or Experience:

Bachelor Degree

### License/Certificate/Certification:

RI Secondary Certification

### Technological and/or Technical Skills:

Demonstrated proficiency in essential computer applications as required.

### Communication Skills:

Strong oral and written communications skills. Capability of responding simultaneously to a variety of requests from staff, administration and parents.

### Planning Skills:

Ability to prioritize the needs and requests of administration, staff and parents within the school setting and respond in a professional and efficient manner.

### Interpersonal and Problem solving skills:

Ability to interact with administration, staff and parents in a pleasing manner. Ability to effectively handle issues utilizing a personable problem solving approach.

### Terms of Employment:

Annual appointment for summer position.

### Evaluation:

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Date: 9/2017