

# North Kingstown School Department

## FUNCTIONAL JOB DESCRIPTION

<b>Job Title:</b>	<b>Yearbook Advisor - WMS</b>
<b>Department:</b>	
<b>Reports to:</b>	<b>Principal/Assistant Principal</b>
<b>Supervises</b>	<b>Students</b>
<b>Description of job:</b>	
<p><b>MEETINGS ARE HELD 2-3 TIMES A MONTH AFTER SCHOOL FROM 2:30 - 3:30 PM FROM SEPTEMBER - MAY.</b></p> <p>Advisor will run the after school yearbook club at WMS. Duties include:</p> <ul style="list-style-type: none"> <li>● Constant communication with the Lifetouch rep to create and adhere to timelines for the accurate production of the final product</li> <li>● Organize student groups to perform the following tasks:             <ul style="list-style-type: none"> <li>○ candid photography</li> <li>○ layout and design of individual yearbook pages</li> <li>○ yearbook cover contest</li> <li>○ superlatives</li> <li>○ yearbook sales</li> <li>○ ordering of yearbooks</li> </ul> </li> <li>● Maintain photography equipment</li> <li>● Maintain accurate records for yearbook orders</li> <li>● Distribution of yearbook upon arrival at the end of the year</li> </ul> <p>The advisor will also communicate with students during the school day as needed.</p> <p>Stipend per Appendix D of NEANK contract</p>	

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

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

### PHYSICAL DEMANDS

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

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20 – 35 lbs.		x				
35 – 50 lbs.		x				

CARRYING						
Maximum weight carried: up to 50 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 pounds						
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		
Fine Dexterity			x		

**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. Available to meet after school.

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### Education and/or Experience:

### License/Certificate/Certification:

### Technological and/or Technical Skills:

- Computerized program associated with yearbook template
- Use of e-mail, google platform, etc
- On demand problem solving

### Communication Skills:

- Able to delegate responsibilities to students
- Share information with key stakeholders (Principal, Asst. Principal, Coaches, etc)
- Recruit for sales
- Promote for contributions to yearbook

### Planning Skills:

Required to take attendance and submit to the building principal on a monthly basis.

- Meet deadlines on time
- Able to map out deadlines for the year
- Able to organize items and meet with stakeholders

Have a clear mission for the club with written agendas that promote WMS in a positive manner and is inclusive of all students.

### Interpersonal and Problem solving skills:

Ability to interface with parents, students and staff members in a helpful, efficient and professional manner.

### Terms of Employment:

1 year. Posted yearly

### Evaluation:

Principal or Asst. Principal

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Date: 3/2019, 6/2019, 8/2019