

## North Kingstown School Department

### FUNCTIONAL JOB DESCRIPTION

<b>Job Title:</b>	<b>Yearbook Advisor - NKHS</b>				
<b>Department:</b>	<b>After school club</b>				
<b>Reports to:</b>	<b>Assistant Principal, Student Services</b>				
<b>Supervises:</b>	<b>Students</b>				
<b>Description of job:</b>					
<b>CLUB BEGINS AFTER THE FIRST SCHOOL COMMITTEE APPOINTMENT IN SEPTEMBER AND CONTINUES WEEKLY UNTIL PRODUCTION AND DISTRIBUTION IN JUNE.</b>					
<p>Students who join yearbook will need to give a significant amount of time gathering photos, information, writing descriptions and learning the Lifetouch computer program. Students are responsible for a full production yearbook with steadfast timelines. Advisor should be knowledgeable in public productions, managing students and timelines and able to edit content.</p> <p>Stipend per NEA NK Contract</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>
<p><b>Classification Key:</b>  <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></p>					
<b>Driving Requirements:</b>		None: X	Manual:	Automatic:	

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

**PHYSICAL DEMANDS**

LIFTING						
Maximum weight lifted: up to 35 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					

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### CARRYING

Maximum weight carried: up to 35 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: 20 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		
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 after school.

Teacher in good standing, preferably at NKHS

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### Education and/or Experience:

Bachelor's degree, preference given to English degree or fine arts degree

### License/Certificate/Certification:

Teacher Certification

### Technological and/or Technical Skills:

Familiarity and competency in production, editing, and visual arts

### Communication Skills:

Strong verbal and written communication to instruct and promote the culture at NKHS.

### Planning Skills:

Required to take attendance and submit to the building principal on a monthly basis. Have a clear mission for the club with written agendas that promote NKHS 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. Confidentiality a must.

### Terms of Employment:

1 year. Postly Yearly

### Evaluation:

Date: 7/2019