

# North Kingstown School Department

## FUNCTIONAL JOB DESCRIPTION

<b>Job Title:</b>	<b>Yearbook Advisor</b>
<b>Department:</b>	<b>DMS</b>
<b>Reports to:</b>	<b>Principal</b>
<b>Supervises:</b>	<b>Students</b>

**Description of job:**

**YEARBOOK ACTIVITIES TAKE PLACE THROUGHOUT THE SCHOOL YEAR SEPTEMBER TO JUNE WITH APPROXIMATELY 8 FORMAL MEETINGS.**

The Yearbook Co-Advisors work with students to capture yearly school events and students who attend the school and memorialize the captured photos into a book that is sold at the end of each year. The advisors help students take photos, work on the general layout and design of the yearbook. The advisor oversees the selection of photos and organizes the 8<sup>th</sup>-grade superlatives. The advisors are responsible for collecting and depositing yearbook payments, placing the orders into the Lifetouch website, and helping students with advertising and sales. The advisors are also responsible for the distribution of the yearbooks.

Stipend per Appendix D

<b>Protective Personal Equipment:</b>	n/a
---------------------------------------	-----

<b>Classification:</b>	<b>Sedentary:</b>	<b>Light:</b>	<b>Medium: x</b>	<b>Heavy:</b>	<b>Very Heavy:</b>
------------------------	-------------------	---------------	------------------	---------------	--------------------

**Classification Key:**

- Sedentary – Exerting up to 10 lbs. of force occasionally; negligible amount of force frequently to lift, carry, push/pull or otherwise move objects;*
- 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;*
- 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;*
- 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;*
- 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.*

<b>Driving Requirements:</b>	None: x	Manual:	Automatic:
------------------------------	---------	---------	------------

### Work Environment

<b>Floor Surface:</b>	Tile and/or carpet		
<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 50 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				

## North Kingstown School Department

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.

### Education and/or Experience:

### License/Certificate/Certification:

## North Kingstown School Department

### Technological and/or Technical Skills:

Familiarity and competency in production, editing, and visual arts.

### Communication Skills:

Ability to communicate effectively with all levels within the organization including administration, staff, students and peers.

### 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 DMS in a positive manner and is inclusive of all students.

### Interpersonal and Problem solving skills:

Capable of working collegially with all levels of administration, staff and students.

### Terms of Employment:

1 year. Posted Yearly.

### Evaluation:

Date: 5/2019, 8/2019