

North Kingstown School Department

FUNCTIONAL JOB DESCRIPTION

Job Title:	Senior Class Advisor				
Department:	After school club				
Reports to:	Assistant Principal, Student Services				
Supervises:	Students				
Description of job:					
CLUB BEGINS AT THE FIRST SCHOOL COMMITTEE APPOINTMENT IN SEPTEMBER AND CONTINUES WEEKLY UNTIL END OF MAY.					
<p>Advisors help with the planning of senior events, fundraising and promotion of activities that help seniors have a successful Senior Week. Advisors must attend the events they plan, work with a body of students in the planning and include administration in all phases of planning events. Advisors attend and participate in graduation ceremonies, prom, senior trips and graduation committee meetings.</p> <p>Stipend Per NEA NK contract</p>					
Protective Personal Equipment:		n/a			
Classification:	Sedentary:	Light: X	Medium:	Heavy:	Very Heavy:
<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>					
Driving Requirements:		None: X	Manual:	Automatic:	

Work Environment			
Floor Surface:	Classroom, tile, carpet, asphalt or grass		
Inside:	yes	Outside:	yes
Lighting:	Incandescent or Fluorescent		
Vibration:	n/a		

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				

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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

Education and/or Experience:

Bachelor's Degree

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License/Certificate/Certification:

Teacher Certification

Technological and/or Technical Skills:

Communication Skills:

Strong verbal and written communication to instruct and promote positive events 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. Posted yearly.

Evaluation:

Date: 7/2019