

## North Kingstown School Department

### FUNCTIONAL JOB DESCRIPTION

<b>Job Title:</b>	<b>Student Government</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 SCHOOL COMMITTEE APPOINTMENT (USUALLY 1st MEETING IN SEPTEMBER) AND CONTINUES WEEKLY UNTIL END OF MAY.</b>					
<p>The Student Government is an established student union consisting of all four classes at the high school. The purpose of the student government is to establish an official line of communication between the student body and school's administration and faculty. Here the student body can express and act upon a wide range of student concerns, issues and grievances experienced within our school community. The Student Government is open to all NKHS students.</p>					
Tier II					
<b>Protective Personal Equipment:</b>			None		
<b>Classification :</b>	<b>Sedentary: X</b>	<b>Light:</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>	Tile and/or carpet	
<b>Inside:</b>	Yes	<b>Outside:</b>
<b>Lighting:</b>	Incandescent or Fluorescent	
<b>Vibration:</b>	n/a	

**PHYSICAL DEMANDS**

LIFTING						
Maximum weight lifted: up to 10 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 10 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		
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 at NKHS.

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### Education and/or Experience:

Bachelor's Degree

### License/Certificate/Certification:

Teacher certificate

### Technological and/or Technical Skills:

Google Suite

### Communication Skills:

Strong communication skills and relationship with administration, school committee and public.

### 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.

Weekly planning and agendas with oversight of student expectations.

### 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 annually.

### Evaluation:

Date: 2/2019, 8/2019