

North Kingstown School Department

FUNCTIONAL JOB DESCRIPTION

Job Title:	School Level Web Page Coordinator
Department:	School
Reports to:	Principal
Supervises:	n/a

Description of job:					
<p>Make sure their school's web pages are up to date and include all necessary information:</p> <ul style="list-style-type: none"> · Principal and Faculty contacts (phone and email) · Links to teacher web pages · Directions to school · Bell times · Lunch schedule · School Upcoming Events · Bussing Information · Principal's monthly message about positive things at the school · Report Card Schedule · Honor Roll · Oversee video production in school (with media specialist) · Upload video links to site · Makes sure any "link-to" pages are current and appropriate (athletics page, drama program, etc.) <p>Calls Help Technician for troubleshooting</p> <p>Stipend of: \$1,000 Elementary Schools \$1,500 Middle Schools \$2,000 High School</p>					

Protective Personal Equipment:	n/a				
---------------------------------------	-----	--	--	--	--

Classification:	Sedentary:	Light: X	Medium:	Heavy:	Very Heavy:
------------------------	-------------------	-----------------	----------------	---------------	--------------------

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.

Driving Requirements:	None: X	Manual:	Automatic:
------------------------------	---------	---------	------------

Work Environment			
------------------	--	--	--

Floor Surface:	Tile and/or carpet		
Inside:	100%	Outside:	
Lighting:	Incandescent or Fluorescent		
Vibration:	n/a		

North Kingstown School Department

PHYSICAL DEMANDS

LIFTING						
Maximum weight lifted: up to 25 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 25 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)

North Kingstown School Department

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.

Education and/or Experience:

High School degree or equivalent; Bachelor or Associate's Degree preferred.

License/Certificate/Certification:

n/a

Technological and/or Technical Skills:

Communication Skills:

Strong communication skills (spoken and written), including excellent phone courtesy.

Planning Skills:

Ability to prioritize needs and respond to requests in an organized manner. Self-starter, oriented to detail.

Interpersonal and Problem solving skills:

Ability to interface with parents, staff and members of the public in a helpful, efficient and professional manner; ability to effectively handle public complaints and issues using an effective problem-solving approach.

Terms of Employment:

12 month position. To be posted yearly.

Evaluation:

Date: 1/2017