

North Kingstown School Department

FUNCTIONAL JOB DESCRIPTION

Job Title:	Science Olympiad Advisor
Department:	WMS
Reports to:	Principal/Assistant Principal
Supervises:	Students

Description of job:

SCIENCE OLYMPIAD MEETINGS CAN BE HELD BEFORE OR AFTER SCHOOL. IN ORDER TO PREPARE STUDENTS FOR THE SPRING COMPETITION, MEETINGS ARE HELD 2-4 DAYS PER WEEK. MEETINGS BEGIN IN OCTOBER AND RUN UP UNTIL THE SPRING COMPETITION (MARCH OR APRIL).

Advisor will run the after school Science Olympiad program at WMS. Students conduct experiments, solve problems and work through real world science tasks both individually and as a team. Duties include:

- Taking attendance each session and submitting attendance records to administration
- Facilitating the implementation of competition rules and guidelines
- Adhere to timeline set by the Statewide contest rules
- Organize teams of students to practice and participate in the various competition events
- Secure materials for needed experiments and tasks
- Attend the final Spring competition

Tier I

Protective Personal Equipment:	n/a
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Classification:	Sedentary:	Light: x	Medium:	Heavy:	Very Heavy:
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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:	Manual: If applicable	Automatic: If applicable
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Work Environment

Floor Surface:	Tile and/or carpet		
Inside:	Classroom and/or at competition location	Outside:	
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				

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35 – 50 lbs.		x				
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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				
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:
<p>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 to meet before or after school and able to attend competition.</p>

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Education and/or Experience:

License/Certificate/Certification:

Bachelor's Degree

Technological and/or Technical Skills:

Communication Skills:

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

Planning Skills:

Required to take attendance and submit to the building principal on a monthly basis.

Ability to prioritize needs and respond to requests in an organized manner. Have a clear mission for the club with written agendas that promote WMS 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.

Terms of Employment:

1 year. Posted yearly.

Evaluation:

Date: 2/2019, 6/2019, 8/2019