

North Kingstown School Department

FUNCTIONAL JOB DESCRIPTION

Job Title:	School Leadership Team Advisor				
Department:	DMS				
Reports to:	Principal and Assistant Principal				
Supervises:	Students				
Description of job:					
<p>THE LEADERSHIP TEAM MEETS APPROXIMATELY 9 DAYS AFTER SCHOOL (ONE DAY PER MONTH) ON TUESDAYS. THE SCHOOL LEADERSHIP TEAM BEGINS IN OCTOBER AND RUNS THROUGH JUNE.</p> <p>The Student Leadership Team Advisor plans and coordinates the student selected initiatives put forth by its student members. Students are taught leadership, cooperation, kindness, empathy, communication, and responsibility. The purpose of the Leadership Team is to engage and create activities, lead changes, and/or begin initiatives that promote a positive school climate and improve the school community. Often these ideas include fundraising, community service projects, activities that improve relationships within the school community and/or improve a student's school experience.</p> <p>The club members meet daily within the school day and occasionally after school with the Advisor to implement their initiatives and activities. The Advisor meets regularly with students to oversee the implementation of the student projects.</p> <p>Tier III</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:	Tile and/or carpet				
Inside:	Classroom		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					
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 pounds						
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 to meet after school.

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Education and/or Experience:

Bachelor Degree

License/Certificate/Certification:

Valid RI Teaching Certification

Technological and/or Technical Skills:

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