

North Kingstown School Department

FUNCTIONAL JOB DESCRIPTION

Job Title:	Program Curriculum Coordinator for Business-Finance
Department:	Careers
Reports to:	Careers Program Chair
Supervises:	
Description of job:	
<p>Primary Responsibilities</p> <ul style="list-style-type: none"> a. Oversees Program Curriculum and Writes Course Descriptions b. Member of Advisory board c. Assists with creating internship requirements d. Advises administration in hiring program staff e. Coordinates relevant program-based events and assists program-based club advisors with obtaining sponsorships for teams, clubs, tournaments, field trips, and competitions <p>Secondary Responsibility:</p> <ul style="list-style-type: none"> a. Assists with recruiting visits, grant writing, and coordination of college articulation agreements <p>Other duties pertaining to the job as requested from the principal. It is understood that these duties do not replace current assignments. There is no teaching reduction involved.</p>	

Protective Personal Equipment:					
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 or Carpet		
Inside:	Up to 100%	Outside:	Up to 5%
Lighting:	Fluorescent or Incandescent		
Vibration:	N/A		

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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				
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)

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Qualification Requirements:

Three years teaching experience in the classroom

Education and/or Experience:

Business-Finance background

License/Certificate/Certification:

RIDE teacher certification in Business or Technology

Technological and/or Technical Skills:

Advanced technology skills

Communication Skills:

Good oral and written communication skills

Planning Skills:

Effective organizational and planning ability

Interpersonal and Problem solving skills:

Must have the ability to work with teams and think critically

Terms of Employment:

Position is up for renewal every two years per contract or until restructuring of the Career and Technical School

Evaluation:

Per NK NEA contract

Date: 10/2015