

North Kingstown School Department

FUNCTIONAL JOB DESCRIPTION

Job Title:	Program Curriculum Coordinator for Engineering/Robotics				
Department:	Careers				
Reports to:	Careers Program Chair				
Supervises:					
Description of job:					
Primary Responsibilities					
<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 					
Secondary Responsibility:					
<ul style="list-style-type: none"> a. Assists with recruiting visits, grant writing, and coordination of college articulation agreements 					
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.					
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:		Manual:		Automatic:

Work Environment			
Floor Surface:	Tile or carpet		
Inside:	Up to 100%	Outside:	Up to % 5
Lighting:	Fluorescent or Incandescent		
Vibration:			

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: 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:

Three years teaching experience in the classroom

Education and/or Experience:

Physics or Engineering Degree

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License/Certificate/Certification:

RIDE teacher certification Physics or Math

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