

North Kingstown School Department

FUNCTIONAL JOB DESCRIPTION

Job Title:	Registration Support				
Department:					
Reports to:					
Supervises:	n/a				
Description of job:					
<ol style="list-style-type: none"> 1. Meet with parents to enroll students in NK Schools during peak registration periods 2. Must be flexible with working hours 3. Hours to be determined by need but will mostly occur during working hours in August and the beginning of September then again during "pre-registration" time. (Approximately 60 days) <ol style="list-style-type: none"> a. Possible evening and weekend hours 4. Understand the residency requirements and data collection for state reporting protocols. 5. Work with minimal supervision 					
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:	Yes	Outside:	No		
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					

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				

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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:

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:

Two to three years administrative technical experience, preferably with Follett Aspen and a central registration process.

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License/Certificate/Certification:

n/a

Technological and/or Technical Skills:

Demonstrate proficiency in the Student Information System/Aspen.

Communication Skills:

Strong communication skills, both spoken and written.

Planning Skills:

Ability to prioritize needs and respond to requests in an organized manner.

Interpersonal and Problem solving skills:

Ability to interface with parents, students and community members in a helpful, efficient and professional manner.

Terms of Employment:

Evaluation:

Date: 4/2019