

North Kingstown School Department

FUNCTIONAL JOB DESCRIPTION

Job Title:	Project Close Up				
Department:	After School Club				
Reports to:	Assistant Principal, Student Services				
Supervises:	Students				
Description of job:					
CLUB BEGINS AFTER THE FIRST SCHOOL COMMITTEE APPOINTMENT IN SEPTEMBER AND MEETS AS NEEDED TO PLAN SPRING TRIP.					
<p>Project Close-Up is a non-profit organization formed in 1971 that exists to educate and inspire young people to participate in democracy. Project Close Up offers students a hands-on study of our nation's government. Each spring Close Up participants travel to Washington, D.C. for one week where they meet with high school students from all over the country. Project Close Up consists of interactive discussions, workshops, sightseeing and personal meetings with our State Senators and Representatives to discuss issues of our state. Project Close Up is held in the spring of each year and is open to students in Grades 10, 11 and 12.</p>					
Tier II					
Protective Personal Equipment:	n/a				
Classification:	Sedentary:	Light:	Medium: x	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, carpet, grass or asphalt		
Inside:	yes	Outside:	yes
Lighting:	Incandescent or Fluorescent		
Vibration:	n/a		

PHYSICAL DEMANDS

LIFTING						
Maximum weight lifted: up to 50 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					

North Kingstown School Department

CARRYING

Maximum weight carried: up to 35 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:

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 after school.

Education and/or Experience:

Bachelor's degree, preferably in history.

North Kingstown School Department

License/Certificate/Certification:

Teacher certification

Technological and/or Technical Skills:

Familiarity and competency in civics and government.

Communication Skills:

Strong verbal and written communication to instruct and promote democracy at NKHS.

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 NKHS 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. Confidentiality a must.

Terms of Employment:

1 year. Posted yearly.

Evaluation:

Date: 7/2019