

North Kingstown School Department

FUNCTIONAL JOB DESCRIPTION

Job Title:	Middle School Summer School Coordinator				
Department:					
Reports to:	Assistant Superintendent				
Supervises:	Summer School Staff, Middle School				
Description of job:					
<ul style="list-style-type: none"> • Assist in program design based on data and student need • Recruit, hire, and supervise program teachers • Communicate to students, teachers, parents, and principals about all aspects of the program including student progress • Oversee and supervise the educational program for all students • Oversee all aspects of registration and related communication to parents • Communicate to central office for payment of teachers and financial documentation • Prepare summary report to Asst. Superintendent and Principals upon program conclusion 					
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 or Carpet		
Inside:	Up to 100%	Outside:	Up to 5%
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	Distance s	Description of object
0 – 10 lbs.			X			
10 – 20 lbs.			X			
20 – 35 lbs.	X					
35 – 50 lbs.	X					

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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:

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:

Bachelor Degree

License/Certificate/Certification:

RI Secondary Certification

Technological and/or Technical Skills:

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Demonstrated proficiency in essential computer applications as required.

Communication Skills:

Strong oral and written communications skills. Capability of responding simultaneously to a variety of requests from staff, administration and parents.

Planning Skills:

Ability to prioritize the needs and requests of administration, staff and parents within the school setting and respond in a professional and efficient manner.

Interpersonal and Problem solving skills:

Ability to interact with administration, staff and parents in a pleasing manner. Ability to effectively handle issues utilizing a personable problem solving approach.

Terms of Employment:

Annual appointment for summer position.

Evaluation:

Date: 4/2017