

North Kingstown School Department

FUNCTIONAL JOB DESCRIPTION

Job Title:	NK Buddies (Formerly known as Best Buddies)				
Department:	After School Club				
Reports to:	Assistant Principal, Student Services				
Supervises:	Students				
Description of job:					
<p>CLUB BEGINS AFTER SCHOOL COMMITTEE APPOINTMENT (USUALLY 1st MEETING IN SEPTEMBER) AND CONTINUES WEEKLY UNTIL END OF MAY.</p> <p>NKHS Best Buddies is a school-wide social club that meets at least once a month for fun with friends. Each Buddy will be matched with two or three of his own Peer Partners, but all members socialize as a group at gatherings. These gatherings include events such as Board Game Days, Arts and Crafts Day, the Variety Show, Unified Basketball Games, and visits to Gregg’s Restaurants and Wilson Park. There is no fee to join Best Buddies; the only expenses for students are money for food when applicable. Members need to arrange rides home with their parents and to and from any gathering that is held outside of school.</p> <p>Tier IV (2 advisors)</p>					
Protective Personal Equipment:	n/a				
Classification:	Sedentary:	Light: X	Medium:	Heavy:	Very Heavy:
<p><i>Classification Key:</i> Sedentary – Exerting up to 10 lbs. of force occasionally; negligible amount of force frequently to lift, carry, push/pull or otherwise move objects; 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; 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; 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; 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.</p>					
Driving Requirements:	None: x	Manual:		Automatic:	

Work Environment					
Floor Surface:	Tile, carpet, asphalt and/or grass				
Inside:	Yes	Outside:	Yes		
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				

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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:

License/Certificate/Certification:

North Kingstown School Department

Teacher Certification

Technological and/or Technical Skills:

Communication Skills:

Strong verbal and written communication to instruct and promote the inclusion 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 annually.

Evaluation:

Date: 7/2019