

# North Kingstown School Department

## FUNCTIONAL JOB DESCRIPTION

<b>Job Title:</b>	<b>Non-Public Textbook Clerk</b>				
<b>Department:</b>	<b>Assistant Superintendent</b>				
<b>Reports to:</b>	<b>Assistant Superintendent of Schools</b>				
<b>Supervises:</b>	n/a				
<b>Description of job:</b>					
<p><b>SUMMARY OF RESPONSIBILITIES:</b></p> <p><b>ESSENTIAL FUNCTIONS:</b></p> <ol style="list-style-type: none"> <li>1. To oversee the distribution and purchasing of non-public textbooks.</li> <li>2. Possibly work 1 week in May, 2 or 3 hours per day. Summer Hours: Monday through Friday, Up to 15 hours per week</li> <li>3. Must be physically able to do bending and lifting of up to 50 pounds.</li> <li>4. Performs other duties and responsibilities as required by the Assistant Superintendent of Schools</li> </ol>					
<b>Protective Personal Equipment:</b>	n/a				
<b>Classification:</b>	<b>Sedentary:</b>	<b>Light:</b>	<b>Medium: X</b>	<b>Heavy:</b>	<b>Very Heavy:</b>
<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>					
<b>Driving Requirements:</b>	None:	Manual: X		Automatic: X	

Work Environment					
<b>Floor Surface:</b>	Tile and/or carpet				
<b>Inside:</b>	100%		<b>Outside:</b>		
<b>Lighting:</b>	Incandescent or Fluorescent				
<b>Vibration:</b>	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				

CARRYING						
Maximum weight carried: up to 50 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: 35 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:

High School graduate.

### License/Certificate/Certification:

N/A

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### Technological and/or Technical Skills:

Technological proficiency in major computer software including Microsoft Office and School Max.

### Communication Skills:

Capability of responding simultaneously to a variety of requests from internal colleagues, maintaining sensitivity to needs of parents, students and community members, and ensuring overall satisfaction as a primary objective. Strong communications skills including excellent diction.

### Planning Skills:

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

### Interpersonal and Problem solving skills:

Ability to interface with parents, students, and members of the public in a pleasing manner. Ability to effectively handle public complaints and issues utilizing a personable problem solving approach.

### Terms of Employment:

Seasonal

### Evaluation:

Date: 1/2020