

North Kingstown School Department

FUNCTIONAL JOB DESCRIPTION

Job Title:	Newspaper Advisor				
Department:	DMS				
Reports to:	Principal and Assistant Principal				
Supervises:	Students				
Description of job:					
THE NEWSPAPER REPORTERS MEET THURSDAYS FROM 2:35-4:00 FROM OCTOBER TO JUNE (APPROXIMATELY 30 TIMES).					
<p>The Newspaper Advisor instructs and oversees the production of the monthly school newspaper, The Dragon Chronicle. The Advisor assists students with making decisions about current school events that are newsworthy. The Advisor coaches and assists students with their investigations, research, interviews, writing, and photography. The Advisors assists with the general layout of the newspaper and is responsible for the final publication and electronic distribution of the newspaper.</p>					
Stipend per Appendix D					
Protective Personal Equipment:	n/a				
Classification:	Sedentary:	Light:	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:		
Lighting:	Incandescent or Fluorescent					
Vibration:	n/a					

PHYSICAL DEMANDS

LIFTING						
Maximum weight lifted: up to 10 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					

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CARRYING						
Maximum weight carried: 10 pounds						
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: 10 pounds						
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 to meet after school.

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Education and/or Experience:

License/Certificate/Certification:

Technological and/or Technical Skills:

Communication Skills:

Ability to communicate effectively with all levels within the organization including administration, staff, students and peers.

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 DMS 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.

Terms of Employment:

1 year. Posted yearly.

Evaluation:

Date: 5/2019, 8/2019