

North Kingstown School Department

FUNCTIONAL JOB DESCRIPTION

Job Title:	MATHCOUNTS Coach
Department:	DMS
Reports to:	Principal
Supervises:	Students

Description of job:

The MATHCOUNTS COACH WILL MEET WITH STUDENTS FROM NOVEMBER THROUGH MARCH. THE TEAM WILL MEET ON THURSDAY’S AFTER SCHOOL. DURING THE MONTH OF MARCH WHEN THE TEAM WILL MEET TUESDAYS AND THURSDAYS IN ORDER TO PREPARE FOR THE COMPETITION. THE STUDENTS WILL MEET 2:35 PM TO 4:00 PM FOR A TOTAL OF 23 SESSIONS PLUS THE COMPETITION DAY FROM 8:00 AM TO 4:00 PM.

The MATHCOUNTS Coach will involve students of all abilities in engaging math problems to build confidence, embrace challenges, and improve attitudes towards math and problem solving. The coach will provide challenging individual, group, and team format style problems to prepare for the MATHCOUNTS competition that takes place annually at the end of March. The coach will be responsible for obtaining the MATHCOUNTS materials, be knowledgeable of MATHCOUNTS official rules and procedures for the competition and registering the students for the competition. The MATHCOUNTS Coach will communicate with parents and students regarding the competition and attend the Saturday competition.

Tier IV

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 and/or carpet		
Inside:	Yes	Outside:	
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					

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CARRYING						
Maximum weight carried: up to 20 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 to meet after school.

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Education and/or Experience:

Bachelor Degree, preferred

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 annually.

Evaluation:

Date: 4/2019, 8/2019