

## North Kingstown School Department

### FUNCTIONAL JOB DESCRIPTION

<b>Job Title:</b>	<b>Leadership Academy - NKHS</b>				
<b>Department:</b>	<b>After school club</b>				
<b>Reports to:</b>	<b>Assistant Principal, Student Services</b>				
<b>Supervises:</b>	<b>Students</b>				
<b>Description of job:</b>					
<p><b>CLUB BEGINS AFTER SCHOOL COMMITTEE APPOINTMENT (USUALLY 1st MEETING IN SEPTEMBER). ORGANIZATION CURRENTLY MEETS DAILY IN ADVISORY AND AS NEEDED IN PREPARATION FOR SCHOOL EVENTS.</b></p> <p>The Leadership Academy offers you an opportunity to refine student leadership potential, as well as maximize student contribution to teams or activity and the overall school environment. The Leadership Academy teaches students how to set achievable goals, facilitate meetings and communicate more effectively with their peers, staff and family. Students are then asked to share their leadership skills with their school community. The goal for students is to create a peaceful and respectful learning and social environment at North Kingstown High School that is safe, inclusive, and accepting regardless of differences.</p> <p>Applications are available in early April for the following school year. The application process includes an application, two recommendations, and a presentation. All students selected must attend meetings scheduled in August in order to prepare for freshman orientation. Students must also commit to facilitating freshmen orientation (late August), open house (late September/early October), 8th-grade student/parent open house(February), post high school planning night(March).</p> <p>Students spent a fair amount of time in preparation for 9th Grade Orientation and with special trainings.</p> <p>Tier II</p>					
<b>Protective Personal Equipment:</b>		<b>n/a</b>			
<b>Classification:</b>	<b>Sedentary:</b>	<b>Light: x</b>	<b>Medium:</b>	<b>Heavy:</b>	<b>Very Heavy:</b>
<p><i>Classification Key:</i>  <b>Sedentary</b> – Exerting up to 10 lbs. of force occasionally; negligible amount of force frequently to lift, carry, push/pull or otherwise move objects;  <b>Light</b> – Exerting up to 20 lbs. of force occasionally and/or 10 pounds of force frequently or negligible amounts of force constantly to move objects;  <b>Medium</b> – 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;  <b>Heavy</b> – Exerting 50 lbs. – 100 lbs. of force occasionally; in excess of 50 lbs. frequently; 10 lbs. – 20 lbs. of force constantly to move objects;  <b>Very Heavy</b> – 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>					
<b>Driving Requirements:</b>		None: x	Manual:	Automatic:	

Work Environment			
<b>Floor Surface:</b>	Tile and/or carpet		
<b>Inside:</b>	yes	<b>Outside:</b>	
<b>Lighting:</b>	Incandescent or Fluorescent		
<b>Vibration:</b>	n/a		

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## 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				
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)

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### 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.

Teacher in good standing, preferably at NKHS

### Education and/or Experience:

### License/Certificate/Certification:

Teacher Certification

### Technological and/or Technical Skills:

### Communication Skills:

Strong verbal and written communication to instruct and promote leadership 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.

Be able to maintain an application process and commit to organizing students to assist with a number of school events.

### 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 yearly

### Evaluation:

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Date: 7/2019