

North Kingstown School Department

FUNCTIONAL JOB DESCRIPTION

Job Title:	Internship Coordinator				
Department:	Careers				
Reports to:	Careers Program Chair				
Supervises:					
Description of job:					
Primary Responsibilities					
<ul style="list-style-type: none"> a. Internal management of student internships b. Provides internship training for students c. Schedules internships d. Communication directly to business partners, parents, guidance. 					
Secondary:					
<ul style="list-style-type: none"> a. Assists with the training of business partners, Member of Board 					
Other duties pertaining to the job as requested from the principal					
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 or carpet				
Inside:	Up to 100%		Outside:	Up to 5%	
Lighting:	Fluorescent or Incandescent				
Vibration:	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: 10 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:

Three years teaching experience in the classroom

Education and/or Experience:

Business-Finance background

License/Certificate/Certification:

RIDE teacher certification in Business or Technology

Technological and/or Technical Skills:

Advanced technology skills

Communication Skills:

Good oral and written communication skills

Planning Skills:

Effective organizational and planning ability

Interpersonal and Problem solving skills:

Must have the ability to work with teams and think critically

Terms of Employment:

Position is up for renewal every two years per contract or until restructuring of the Career and Technical School

Evaluation:

Per NK NEA contract

Date: 10/2015