

North Kingstown School Department

FUNCTIONAL JOB DESCRIPTION

Job Title:	Intramural Coach - WMS				
Department:	WMS				
Reports to:	Principal/Assistant Principal				
Supervises:	Students				
Description of job:					
<p>CLUB BEGINS AFTER SCHOOL COMMITTEE APPOINTMENT (USUALLY 1st MEETING IN SEPTEMBER) INTRAMURALS RUN IN TWO SESSIONS. SESSION 1: TUESDAYS AND THURSDAYS FROM SEPTEMBER- NOVEMBER (UNTIL THE BEGINNING OF THE WINTER SPORTS SEASON). SESSION 2: TWO WEEKS (10 DAYS) AT THE END OF FEBRUARY FOR THE HANDBALL TOURNAMENT. SESSION 2 TAKES PLACE IN BETWEEN THE WINTER AND SPRING SPORTS SEASONS WHEN THE GYM IS AVAILABLE.</p> <p>ALL INTRAMURAL SESSIONS RUN FROM 2:30-3:45 PM</p> <p>Advisor will run the after school intramural program at WMS. Students participate in various activities including but not limited to, kickball, wiffle ball, basketball, handball, volleyball, capture the flag and others. Duties include:</p> <ul style="list-style-type: none"> • Taking attendance each session and submitting attendance records to administration • Instructing students on the rules of each activity and monitoring play • Maintaining safety of students during play • Organizing a tournament at the end of the Handball season <p>Stipend per NEA/NK Contract</p>					
Protective Personal Equipment:			n/a		
Classification :	Sedentary:	Light:	Medium: x	Heavy:	Very Heavy:
<p>Classification Key: <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></p>					
Driving Requirements:		None: x	Manual:	Automatic:	

Work Environment			
Floor Surface:	Tile, grass or asphalt		
Inside:	up to 100%	Outside:	up to 100%
Lighting:	Incandescent or Fluorescent or natural sunshine		
Vibration:	n/a		

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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			
10 – 20 lbs.			X			
20 – 35 lbs.		X				
35 – 50 lbs.		X				

PUSHING/PULLING						
Maximum push/pull: 20 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			

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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 after school.

Education and/or Experience:

License/Certificate/Certification:

Technological and/or Technical Skills:

Communication Skills:

Strong communication skills (spoken and written), including excellent phone courtesy.

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 WMS in a positive manner and is inclusive of all students.

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

Interpersonal and Problem solving skills:

Ability to interface with parents, students and staff members in a helpful, efficient and professional manner.

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Terms of Employment:

1 year. Posted yearly.

Evaluation:

Date: 7/2019, 8/2019