

North Kingstown School Department

FUNCTIONAL JOB DESCRIPTION

Job Title:	International Club Advisor				
Department:	DMS				
Reports to:	Principal				
Supervises:	Students				
Description of job:					
<p>THE INTERNATIONAL CLUB BEGINS THE FIRST WEEK OF OCTOBER AND CONTINUES THROUGH MAY, MEETING TUESDAYS FROM 2:35 PM - 4:00 PM. THERE ARE APPROXIMATELY 20-25 SESSIONS.</p> <p>The International Club Advisor provides students with a variety of cultural experiences, activities, and education about the diverse world in which they live. The Advisor must be knowledgeable about the cultures, languages, and traditions of many countries as listed- but limited to Mexico, France, Ireland, Israel, Italy, England, Puerto Rico, Dominican Republic, Greece, China, Russia, Australia, Japan, Korea, and Germany. The Advisor works with students to select and provide hands-on activities and experiences to increase student awareness.</p> <p>Tier III</p>					
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: 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 after school.

Education and/or Experience:

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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: 3/2019, 5/2019