

North Kingstown School Department

FUNCTIONAL JOB DESCRIPTION

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| Job Title: | Family Center Parent Liaison, SMH QES |
| Department: | Office of Family Learning |
| Reports to: | OFL Program Manager |
| Supervises: | n/a |

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| Description of job: |
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SUMMARY/DESCRIPTION: Responsible for a range of duties that contribute to the efficient operation of the Family Center and the out of school programs at SMH Quidnessett Elementary School. Responsible for a range of duties that contribute to the efficient operation of the Think Tank Summer program. The Parent Liaison will focus on engaging students and families in program activities, and performing all essential support functions under the direction of supervisor.

DUTIES & RESPONSIBILITIES: Will include, but not be limited to:

- Plan, promote and implement activities to increase student and family participation, engagement and communication in the schools and in summer programming;
- Assist students and families with resources and referrals when appropriate;
- Attend all school related and Office of Family Learning special events and workshops;
- Perform support services to all out of school time and summer activities for students (check in participants, distribute snack, data entry, prepare attendance/bus slips, secure transportation/building space);
- Maintain program inventory and place orders as necessary (materials, supplies, snacks);
- Serve as an Office of Family Learning representative on assigned committees;
- All other related duties as are assigned.

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| Protective Personal Equipment: | n/a |
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| Classification: | Sedentary: | Light: | Medium: X | Heavy: | Very Heavy: |
|------------------------|-------------------|---------------|------------------|---------------|--------------------|

Classification Key:
Sedentary – Exerting up to 10 lbs. of force occasionally; negligible amount of force frequently to lift, carry, push/pull or otherwise move objects;
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;
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;
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;
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.

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| Driving Requirements: | None: | Manual: own vehicle | Automatic: own vehicle |
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| Work Environment | |
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| Floor Surface: | Tile and/or carpet |
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| Inside: | Up to 100% | Outside: | Up to 25% |
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| Lighting: | Incandescent or Fluorescent |
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| Vibration: | n/a |
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PHYSICAL DEMANDS

| LIFTING | | | | | | |
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| 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 35 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 | | | |

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| 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

Education and/or Experience:

High School Diploma/General Equivalency Degree; Associate's Degree preferred. Experience working with children in grades K-8, preferably in a school setting; experience coordinating activities, event planning and program development.

License/Certificate/Certification:

n/a

Technological and/or Technical Skills:

Technological proficiency in Microsoft Office.

Communication Skills:

Capability of responding simultaneously to a variety of requests from internal colleagues, of maintaining sensitivity to needs of parents, students and community members, and of ensuring overall satisfaction as a primary objective. Strong communication skills (spoken and written), including excellent phone courtesy.

Planning Skills:

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

Interpersonal and Problem solving skills:

Ability to interface with parents, students and members of the public in a helpful, efficient and professional manner; ability to effectively handle public complaints and issues using an effective problem-solving approach. Ability to maintain complete confidentiality on all school, administrative, family and student issues.

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Terms of Employment:

Yearly depending on funding.

Evaluation:

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Date: 10/2016