

## North Kingstown School Department

### FUNCTIONAL JOB DESCRIPTION

<b>Job Title:</b>	Family Center Program Assistant, DMS
<b>Department:</b>	Office of Family Learning
<b>Reports to:</b>	OFL Program Manager
<b>Supervises:</b>	n/a

<b>Description of job:</b>	
<p><b><u>SUMMARY/DESCRIPTION:</u></b> (1-2 sentences) Responsible for a range of duties that contribute to the efficient operation of Family Center and the Out of School Time 21<sup>st</sup> Century Program at Davisville Middle School. The Program Assistant will focus on engaging students and families in program activities, and performing all essential support functions under the direction of supervisor.</p> <p><b><u>DUTIES &amp; RESPONSIBILITIES:</u></b> Will include, but not be limited to:</p> <ul style="list-style-type: none"> <li>• Plan, promote and implement activities to increase student and family participation, engagement and communication in the schools;</li> <li>• Assist students and families with resources and referrals when appropriate;</li> <li>• Attend all school related and Office of Family Learning special events and workshops;</li> <li>• Perform support services to all out of school time activities for students (check in participants, distribute snack, data entry, prepare attendance/bus slips, secure transportation/building space);</li> <li>• Maintain program inventory and place orders as necessary (materials, supplies, snacks);</li> <li>• Serve as an Office of Family Learning representative on assigned committees;</li> <li>• All other related duties as are assigned.</li> </ul>	

<b>Protective Personal Equipment:</b>	n/a				
<b>Classification:</b>	<b>Sedentary:</b>	<b>Light:</b>	<b>Medium: X</b>	<b>Heavy:</b>	<b>Very Heavy:</b>
<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>					
<b>Driving Requirements:</b>	<b>None:</b>	<b>Manual: own vehicle</b>	<b>Automatic: own vehicle</b>		

Work Environment			
<b>Floor Surface:</b>	Tile and/or carplet		
<b>Inside:</b>	Up to 100%	<b>Outside:</b>	Up to 25%
<b>Lighting:</b>	Incandescent or Fluorescent		
<b>Vibration:</b>	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 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			
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

### 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:**

**Date: 10/2016**