

North Kingstown School Department

FUNCTIONAL JOB DESCRIPTION

Frfrnech	French Club International				
Department:	After School Club				
Reports to:	Assistant Principal, Student Services				
Supervises:	Students				
Description of job:					
<p>CLUB BEGINS AFTER SCHOOL COMMITTEE APPOINTMENT (USUALLY 1st MEETING IN SEPTEMBER) AND CONTINUES WEEKLY UNTIL END OF MAY.</p> <p>The French International Club started brings together people who are interested in what is happening outside of the borders of the United States. The club meets every other week. Students talk about cultures, languages, food, relatives, and experiences that they and their friends have had</p> <p>No Stipend</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, carpet, asphalt and/or grass		
Inside:	Yes	Outside:	Yes
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					

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					

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35 – 50 lbs.	x				
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PUSHING/PULLING						
Maximum push/pull: 20 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)

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:

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Technological and/or Technical Skills:

Communication Skills:

Strong verbal and written communication to instruct and promote the inclusion at NKHS

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 NKHS 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. Confidentiality a must.

Terms of Employment:

1 year. Posted annually.

Evaluation:

Date: 8/2019