

# North Kingstown School Department

## FUNCTIONAL JOB DESCRIPTION

<b>Job Title:</b>	Explorer's Club				
<b>Department:</b>	After School Club				
<b>Reports to:</b>	Assistant Principal, Student Services				
<b>Supervises:</b>	Students				
<b>Description of job:</b>					
<b>CLUB BEGINS AFTER SCHOOL COMMITTEE APPOINTMENT (USUALLY 1st MEETING IN SEPTEMBER) AND CONTINUES WITH MONTHLY OUTINGS WITH WEATHER PERMITTING.</b>					
<p>The Explorers Club is an outdoors-oriented club that seeks to provide opportunities to students interested in outdoor recreation. The club meets weekly and goes on monthly outings. Meetings are held to organize, advertise, and implement trips. Outings include, but are not limited to: hiking, rock climbing, canoeing, kayaking, whitewater rafting, geocaching, and camping. Meetings are held Tuesdays after school in room 231. All students are welcome to join. If you cannot make Tuesday meetings you can still follow the club's activities by joining our Google Classroom.</p>					
Stipend Tier I					
<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>	None: x	Manual:		Automatic:	

Work Environment			
<b>Floor Surface:</b>	tile, carpet, asphalt, grass		
<b>Inside:</b>	yes	<b>Outside:</b>	yes
<b>Lighting:</b>	Incandescent or Fluorescent		
<b>Vibration:</b>	n/a		

### 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			

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20 – 35 lbs.			x		
35 – 50 lbs.			x		

PUSHING/PULLING						
Maximum push/pull: 35 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					
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:

Teacher in good standing, preferably at NKHS

### License/Certificate/Certification:

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### Technological and/or Technical Skills:

### Communication Skills:

Strong verbal and written communication to instruct and promote physical activity 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 yearly.

### Evaluation:

Date: 2/2019, 8/2019