

North Kingstown School Department

FUNCTIONAL JOB DESCRIPTION

Job Title:	Coordinator, Child Outreach
Department:	Office of Family Learning
Reports to:	OFL Program Manager
Supervises:	Volunteer Screeners

Description of job:

SUMMARY/DESCRIPTION: Responsible for a range of duties that will ensure that all North Kingstown preschool children between the ages of 3-5 are offered screenings in the following areas: General Development, Speech and Language, Vision, Hearing and Social/Emotional Development.

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

- Supervision of all volunteer screeners including training and scheduling;
- Indirect oversight of volunteer recruitment and background check compliance;
- Responsible for establishing screening schedule and ensuring paperwork cycle;
- Responsible for advertising, promoting Child Outreach services;
- Interface with parents, district staff, community agencies/service providers, all community preschools, and other OFL programs and personnel;
- Provide “Door To The District” services to parents/children entering NKSD from EI (TT-1);
- Ensure that all incoming EI students/families are familiar with district programs & systems; provide appropriate contact names/numbers and registration paperwork;
- Ensure program data is collected and entered into the KIDSNET system in order to support funding/other reporting requirements;
- Ensure that parents/guardians are communicated to in writing regarding their child’s screening, outcomes and needs;
- Participate in district-wide registration for incoming kindergarten students;
- Participate in professional development to ensure proper screening efficacy; demonstrate the physical agility necessary to perform the gross motor activities of the screening tool;
- All other related duties as are assigned.

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

Driving Requirements:	None:	Manual: own vehicle	Automatic: own vehicle
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Work Environment			
Floor Surface:	Tile and/or carpet		
Inside:	Up to 100%	Outside:	Up to 25%
Lighting:	Incandescent or Fluorescent		
Vibration:	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 10 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:

Bachelor's Degree preferred. Three years in related areas of program responsibilities.

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.

Terms of Employment:

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Yearly depending on funding.

Evaluation:

Date: 10/2016