

# North Kingstown School Department

## FUNCTIONAL JOB DESCRIPTION

<b>Job Title:</b>	<b>Environmental Club</b>
<b>Department:</b>	<b>After school club</b>
<b>Reports to:</b>	<b>Assistant Principal, Student Services</b>
<b>Supervises:</b>	<b>Students</b>

**Description of job:** Lead and oversee discussions about the environment and how to become involved in climate activism. Work with students to increase public and school knowledge of climate change and single-use plastics, for example. Oversee, assist and guide students in taking action.

**CLUB BEGINS AFTER SCHOOL COMMITTEE APPOINTMENT (USUALLY 1st MEETING IN SEPTEMBER) AND CONTINUES WEEKLY UNTIL END OF MAY.**

Lead and oversee discussions about the environment and how to become involved in climate activism. Work with students to increase public and school knowledge of climate change and single-use plastics, for example. Oversee, assist and guide students in taking action.

The Environmental Club is open to all students, grades 9-12. It is an after-school activity

Volunteer

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

<b>Driving Requirements:</b>	None: X	Manual:	Automatic:
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Work Environment			
<b>Floor Surface:</b>	Classroom		
<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 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					

## North Kingstown School Department

### 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					
35 – 50 lbs.	X					

### 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.

## North Kingstown School Department

### Education and/or Experience:

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### License/Certificate/Certification:

Teacher Certification

### Technological and/or Technical Skills:

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### Communication Skills:

Strong verbal and written communication to instruct and promote the arts 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:

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Date: 9/2019