

# North Kingstown School Department

## FUNCTIONAL JOB DESCRIPTION

<b>Job Title:</b>	<b>Drama 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>				
<b>Description of job:</b>					
<p><b>CLUB BEGINS AFTER SCHOOL COMMITTEE APPOINTMENT (USUALLY 1st MEETING IN SEPTEMBER) AND CONTINUES WEEKLY OR EXTRA AS NEEDED UNTIL THE DECEMBER PERFORMANCE.</b></p> <p>The Drama Club is open to all students in all grades who have an interest in theatre - either on stage or behind the scenes. The club offers two performances, one in the fall and one in the spring. The fall play has auditions during the second week of school. Students will have the opportunity to learn stagecraft while assisting in designing and building costumes and sets. The Spring production holds workshops in different aspects of theatre, and performs various other one-act and skits throughout the year. During the full-length production, a four to five day per week commitment is required.</p> <p>Tier III</p>					
<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 and/or carpet				
<b>Inside:</b>	yes		<b>Outside:</b>		
<b>Lighting:</b>	Incandescent or Fluorescent				
<b>Vibration:</b>	Possible/props				

### 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

## North Kingstown School Department

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.

### Education and/or Experience:

Bachelor's Degree, preferably in Fine Arts

### License/Certificate/Certification:

## North Kingstown School Department

Teacher Certification

### Technological and/or Technical Skills:

Familiarity and competency in the Fine Arts

### 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:

Date: 7/2019