

North Kingstown School Department

FUNCTIONAL JOB DESCRIPTION

Job Title:	DECA Business Leadership Club				
Department:	After School Club				
Reports to:	Assistant Principal, Student Services				
Supervises:	Student				
Description of job:					
<p>CLUB BEGINS AFTER THE FIRST SCHOOL COMMITTEE APPOINTMENT IN SEPTEMBER AND CONTINUES WEEKLY UNTIL COMPETITION IN LATE FEBRUARY AND CONTINGENT ON QUALIFYING COMPETITIONS THEREAFTER.</p> <p>The DECA Business Leadership Club (one of several DECA chapters chartered in the State of Rhode Island) is open to all North Kingstown students in grades 9 – 12 who are interested in business as either a career, a college major or minor, or for those students who are looking to groom their entrepreneurial and industry leadership skills for a future in any career discipline. As a DECA chapter, the club prepares for competitions in numerous authentic, experiential activities, some of which can result in scholarships and preferred placement opportunities in college and career.</p> <p>Awarded DECA membership in 2015, NK’s DECA Business Leadership Club members participate in venues at both state and national levels, grooming students to become emerging leaders and entrepreneurs in disciplines and industries such as marketing, finance, sports management, travel and transportation, hospitality and tourism, and general business management and administration. DECA chapters also exist in colleges and universities offering high school students continued membership and access to partnerships with business sponsors.</p> <p>Each year the DECA Business Leadership Club participates in Bryant University’s Survival Start-Up, DECA regional conferences and competitions, and other competitive events and fundraiser projects - all culminating towards the DECA national conference where members compete for scholarships and awards, worldwide. Last year NK traveled to Anaheim, California - a life-changing event for NK students. The club also competes with schools across Rhode Island in both the state-wide stock market game and the RI Jump\$tart Coalition’s Financial literacy competition.</p> <p>Tier I</p>					
Protective Personal Equipment:		n/a			
Classification :	Sedentary:	Light: X	Medium:	Heavy:	Very Heavy:
<p>Classification Key: <i>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.</i></p>					
Driving Requirements:		None: x	Manual:	Automatic:	

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Work Environment

Floor Surface:	Tile and/or carpet		
Inside:	Yes	Outside:	
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					
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			

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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

License/Certificate/Certification:

Teacher Certification

Technological and/or Technical Skills:

Familiarity and competency in the DECA competition requirements

Communication Skills:

Strong verbal and written communication to instruct and promote DECA 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.

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Terms of Employment:

1 year. Posted annually.

Evaluation:

Date: 3/2019, 8/2019