

North Kingstown School Department

FUNCTIONAL JOB DESCRIPTION

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| Job Title: | Clerk for the Assistant Principal for Teaching & Learning - High School |
| Department: | North Kingstown High School |
| Reports to: | Assistant Principal for Teaching & Learning |
| Supervises: | N/A |

Description of job:

SUMMARY OF RESPONSIBILITIES:

Responsibility for a range of duties contributing to the efficient operation of the teaching and learning process at North Kingstown High School including assisting with master scheduling functions, state assessments, summer school, student and teacher reports, correspondence, mail and notices. Assists in the main office and guidance office as needed. Proficiency in Google documents, Word, Excel, and Publisher is essential.

ESSENTIAL FUNCTIONS:

1. Assists the Assistant Principal for Teaching and Learning in a variety of functions related to the efficient operation of the teaching and learning process.
2. Coordinates the inventory, distribution and collection of student state assessments, including the operation of websites and software related to registration and tracking of student assessments.
3. Assembles data and prepares a variety of recurring, standard reports.
4. Maintains agendas and minutes for meetings as assigned by the Principal or Assistant Principal for Teaching and Learning.
5. Composes and prepares correspondence on a variety of topics as required.
6. Assists in main office and guidance office as needed.
7. Assists in the summer school registration.
8. Performs other duties and responsibilities as required by the Principal or Assistant Principal for Teaching and Learning.

Protective Personal Equipment:

| | | | | | |
|------------------------|-------------------|---------------|------------------|---------------|--------------------|
| Classification: | Sedentary: | Light: | Medium: x | Heavy: | Very Heavy: |
|------------------------|-------------------|---------------|------------------|---------------|--------------------|

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.

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|------------------------------|---------|---------|------------|
| Driving Requirements: | None: x | Manual: | Automatic: |
|------------------------------|---------|---------|------------|

Work Environment

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|-----------------------|-----------------------|-----------------|--|
| Floor Surface: | Tile and/or carpeting | | |
| Inside: | 100% | Outside: | |

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| Lighting: | Incandescent or Fluorescent |
| Vibration: | N/A |

PHYSICAL DEMANDS

| LIFTING | | | | | | |
|---|-------|------------------|------------|----------|---------|-----------------------|
| Maximum weight lifted: up to 50 pounds occasionally | | | | | | |
| WEIGHT | Never | Occasionall y | 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 | Occasionall y | Frequently | Constant | Distance s | 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 pounds | | | | | | |
| WEIGHT or FORCE | Never | Occasionall y | Frequently | Constant | Distance s | Description of object |
| 0 – 10 lbs. | | X | | | | |
| 10 – 20 lbs. | X | | | | | |
| 20 – 35 lbs. | X | | | | | |
| 100 + lbs. | X | | | | | |

| ACTIVITY | Never | Occasionall y | 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 | | | |

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| 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.

Education and/or Experience:

A minimum of an Associate’s Degree with course work in administrative procedures, teamwork, problem-solving and planning; three to four years administrative or clerical experience in an office environment or an equivalent combination of education and/or experience

Team Based Skills:

Capable of working professionally and collegially with all levels of administration, faculty and staff.

Technological and/or Technical Skills:

Technological proficiency in major computer software including Microsoft Office (Word, Excel, Publisher), Aesop and Aspen. Proficiency in Google documents, and ability to learn operation of state assessment online testing software.

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 fashion

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

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problem-solving approach. Ability to maintain complete confidentiality on all school, administrative, family and student issues.

Terms of Employment:

Per the North Kingstown Educational Support Professionals Contract

Evaluation:

Performance of this job will be evaluated in accordance with the North Kingstown Educational Support Professionals Contract.

Date: June 2015/October 2017