

# North Kingstown School Department

## FUNCTIONAL JOB DESCRIPTION

<b>Job Title:</b>	<b>Career and Tech Programming Chair</b>
<b>Department:</b>	<b>Careers</b>
<b>Reports to:</b>	<b>Principal</b>
<b>Supervises:</b>	<b>Career and Tech teachers, internship coordinator and curriculum coordinators</b>

<b>Description of job:</b>
<p>Primary Responsibilities:</p> <ol style="list-style-type: none"> <li>a. Member of Advisory Board</li> <li>b. Serves as Dept. Chair for program staff</li> <li>c. Oversees Program Requirements</li> <li>d. Recruits Students</li> <li>e. Oversees Marketing             <ol style="list-style-type: none"> <li>a. Communication to Parents</li> <li>b. OOD Students</li> <li>c. Mailings</li> <li>d. Advertising</li> <li>e. Oversees implementation of RIDE C&amp;T regulations</li> <li>f. Assists Assistant Principal for Teaching and Learning with grant writing related to C&amp;T programs</li> <li>g. Coordinates acquisition of program equipment and resources</li> <li>h. Advises Principal on program staff hiring.</li> <li>i. Coordinates college articulation agreements</li> </ol> </li> </ol> <p>Secondary Responsibilities:</p> <ol style="list-style-type: none"> <li>a. Curriculum advising</li> <li>b. Assists with business partnerships and coordination of internships</li> </ol> <p>Other duties pertaining to the job as requested from the principal. It is understood that these duties do not replace current assignments. There is no teaching reduction involved.</p>

<b>Protective Personal Equipment:</b>					
<b>Classification:</b>	<b>Sedentary:</b>	<b>Light: X</b>	<b>Medium:</b>	<b>Heavy:</b>	<b>Very Heavy:</b>
<b>Classification Key:</b> <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 or carpet		
<b>Inside:</b>	Up to 100%	<b>Outside:</b>	Up to 5%
<b>Lighting:</b>	Fluorescent or incandescent		
<b>Vibration:</b>	n/a		

# North Kingstown School Department

## 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: 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)

## North Kingstown School Department

### Qualification Requirements:

Three years teaching experience in the classroom

### Education and/or Experience:

Business-Finance background

### License/Certificate/Certification:

RIDE teacher certification in Business or Technology

### Technological and/or Technical Skills:

Advanced technology skills

### Communication Skills:

Good oral and written communication skills

### Planning Skills:

Effective organizational and planning ability

### Interpersonal and Problem solving skills:

Must have the ability to work with teams and think critically

### Terms of Employment:

Position is up for renewal every two years per contract or until restructuring of the Career and Technical School

### Evaluation:

Per NK NEA contract

Date: 10/2015