

North Kingstown School Department

FUNCTIONAL JOB DESCRIPTION

Job Title:	Art/Mural Club - WMS
Department:	
Reports to:	Principal/Assistant Principal
Supervises:	Students

Description of job:

CLUB BEGINS AFTER SCHOOL COMMITTEE APPOINTMENT (USUALLY 1st MEETING IN SEPTEMBER) ART CLUB TAKES PLACE ON TUESDAYS AFTERNOONS FROM 2:30-3:30 PM ON DAYS WHEN THE AT TEACHER IS AT WMS. THIS COMES OUT 2-3 DAYS PER MONTH FROM SEPTEMBER - MAY. THE ADVISOR HAS THE FLEXIBILITY TO HOLD MEETINGS ON THURSDAY AFTERNOONS FROM 2:30-3:30 PM IF THEY WOULD LIKE MORE SESSIONS WITH THEIR STUDENTS.

Advisor will run the after school art program at WMS. Students are given opportunities to explore artistic project outside of the district curriculum, such as: altered books, clay masks, wall murals, weaving projects and more. Advisor duties include:

- Taking attendance each session and submitting attendance records to administration
- Exposing students to various art techniques and mediums
- Providing guidance and support in building students' capacity and appreciation for art
- Displaying artwork for the WMS community to view
- Providing appropriate materials
- Supervising for a safe environment

Tier IV

Protective Personal Equipment:	n/a				
Classification:	Sedentary:	Light: x	Medium:	Heavy:	Very Heavy:
<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. frequently; 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>					
Driving Requirements:	None: x	Manual:	Automatic:		

Work Environment	
Floor Surface:	Tile and/or carpet
Inside:	Classroom
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			

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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			
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 to meet after school.

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Education and/or Experience:

Bachelor Degree, preferred

License/Certificate/Certification:

Valid RI Art certification, preferred

Technological and/or Technical Skills:

Communication Skills:

Strong communication skills (spoken and written), including excellent phone courtesy.

Planning Skills:

Required to take attendance and submit to the building principal on a monthly basis.

Ability to prioritize needs and respond to requests in an organized manner. Have a clear mission for the club with written agendas that promote WMS 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.

Terms of Employment:

1 year. Posted yearly

Evaluation:

Date: 3/2019, 6/2019, 8/2019