

# North Kingstown School Department

WMS

## FUNCTIONAL JOB DESCRIPTION

<b>Job Title:</b>	<b>After School Shop Advisor - WMS</b>				
<b>Department:</b>					
<b>Reports to:</b>	<b>Principal/Assistant Principal</b>				
<b>Supervises:</b>	<b>Students</b>				
<b>Description of job:</b>					
<b>AFTER SCHOOL SHOP RUNS ON THURSDAYS FROM 2:30 - 3:30 PM FROM SEPTEMBER - MAY.</b>					
<p>Advisor will run the after school shop program at WMS. Students learn safety procedures in the shop, learn how to use tools, and work on various projects throughout the year. Duties include:</p> <ul style="list-style-type: none"> <li>- Taking attendance each session and submitting attendance records to administration</li> <li>- Teaching students safety procedures and protocols for working in the shop</li> <li>- Teaching and assisting students with their projects</li> <li>- Maintaining a safe and orderly work environment in the shop</li> </ul>					
Tier III					
<b>Protective Personal Equipment:</b>		Goggles while operating equipment			
<b>Classification:</b>	<b>Sedentary:</b>	<b>Light:</b>	<b>Medium:</b> x	<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>	Classroom	<b>Outside:</b>	
<b>Lighting:</b>	Incandescent or Fluorescent		
<b>Vibration:</b>	Power equipment		

**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				

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<b>CARRYING</b>						
Maximum weight carried: up to 50 lbs.						
<b>WEIGHT</b>	<b>Never</b>	<b>Occasionally</b>	<b>Frequently</b>	<b>Constant</b>	<b>Distances</b>	<b>Description of object</b>
0 – 10 lbs.		x				
10 – 20 lbs.		x				
20 – 35 lbs.		x				
35 – 50 lbs.		x				

<b>PUSHING/PULLING</b>						
Maximum push/pull: 35 lbs.						
<b>WEIGHT or FORCE</b>	<b>Never</b>	<b>Occasionally</b>	<b>Frequently</b>	<b>Constant</b>	<b>Distances</b>	<b>Description of object</b>
0 – 10 lbs.		x				
10 – 20 lbs.		x				
20 – 35 lbs.		x				
100 + lbs.	x					

<b>ACTIVITY</b>	<b>Never</b>	<b>Occasionally</b>	<b>Frequently</b>	<b>Constant</b>	<b>Comments</b>
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 on Thursdays.

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### Education and/or Experience:

Bachelor Degree

### License/Certificate/Certification:

Technology Ed. or Vocational certification.

### 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: 2/2019, 6/2019, 8/2019