

North Kingstown School Department

FUNCTIONAL JOB DESCRIPTION

Job Title:	After School Homework Club - WMS
Department:	
Reports to:	Principal/Assistant Principal
Supervises:	Students

Description of job:

HOMEWORK CLUB RUNS TUESDAYS AND THURSDAYS FROM 2:30 - 3:30 PM FROM SEPTEMBER - JUNE. TWO TEACHERS ARE NEEDED EACH TUESDAY AND THURSDAY FOR HOMEWORK CLUB.

Advisor will run the after school homework club at WMS. Duties include:

- Taking attendance each session and submitting attendance records to administration
- Assisting students with organization of assignments
- Assisting students with completion of nightly homework, short term and long term assignments
- Provide all necessary materials for students to complete tasks
- Communicating with students' teachers to report concerns or issues with homework
- Provide academic support where needed
- Provide feedback, upon request, to administration on the progress of individual students attending HW Club
- Attend Rtl meetings to discuss student progress if HW Club is part of the student's RTI Plan

Tier II

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. 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>					
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 10 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 10 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)

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.

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Available to meet after school.

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Education and/or Experience:

Bachelor Degree

License/Certificate/Certification:

RI Teaching 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: 3/2019, 6/2019, 8/2019