

North Kingstown School Department

FUNCTIONAL JOB DESCRIPTION

Job Title:	21st Century and Family Center Site Coordinator, SMH QES
Department:	Office of Family Learning
Reports to:	OFL Program Manager
Supervises:	SMH QES Program Assistant, Indirect

Description of job:

SUMMARY/DESCRIPTION: (1-2 sentences) Responsible for a range of duties contributing to the efficient operation of the Family Center and the Out of School Time 21st Century programs at Davisville Middle School. This position will work collegially with team members to engage in site specific planning, coordination, delivery and growth of all Family Center and OST initiatives.

DUTIES & RESPONSIBILITIES: Will include, but not be limited to:

- Program development and coordination from inception through completion;
- Out of School Time site design aligned with the NKSD learning standards;
- Ongoing site specific resources/gaps assessment for program design;
- Recruit staff, vendors and volunteers for the Out of School Time programs;
- Recruit, engage and retain students and families for Family Center/OST initiatives;
- Prepare all written brochures, weekly list servs and monthly newsletters;
- Coordinate all family workshops and learning opportunities;
- Assist with sustainability plan and fiscal site management;
- Conduct site program evaluation;
- Organize and interpret program data for planning and reporting purposes;
- Maintain a physical, on site presence during after school hours;
- Participate in relevant committee work as assigned;

All other related duties as are assigned.

Protective Personal Equipment:	n/a				
Classification:	Sedentary:	Light:	Medium: X	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:	Manual: own vehicle	Automatic: own vehicle		

Work Environment

Floor Surface:	Tile and/or carpet				
Inside:	Up to 100%		Outside:	Up to 25%	
Lighting:	Incandescent or Fluorescent				
Vibration:	n/a				

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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				

CARRYING						
Maximum weight carried: up to 35 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)

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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:

Bachelor's Degree preferred. 1-3 years experience required, 5 years preferred, in program and/or activities coordination in public or private sector; experience working with children ages pre-K through grade 8; experience in curriculum development preferred.

License/Certificate/Certification:

n/a

Technological and/or Technical Skills:

Technological proficiency in Microsoft Office.

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 manner. Self-starter.

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

Terms of Employment:

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Yearly depending on funding.

Evaluation:

Date: 10/2016