

# North Kingstown School Department

## FUNCTIONAL JOB DESCRIPTION

<b>Job Title:</b>	<b>Academic Resource Center Coordinator &amp; Tutors</b>
<b>Department:</b>	<b>NKHS</b>
<b>Reports to:</b>	<b>Asst. Principal of Teaching and Learning</b>
<b>Supervises:</b>	

### Description of job:

#### **Academic Resource Center (ARC)**

**Purpose:** The NKHS Academic Resource Center will be a resource to NKHS students to increase academic progress. Any NKHS student is welcome to use the center for the following purposes:

- Self-referred drop in help for tutoring on any academic concern dealing with NKHS coursework.
- As a mandatory teacher referral to complete a graduation required CCA assignment.
- As a mandatory referral from an NKHS teacher or administrator to complete late or incomplete coursework (after initial interventions have been tried).
- As part of a plan of support written into a student's Individual Educational Plan (IEP)
- For credit recovery as an alternative to attending summer school or to finish summer school.
- As an option for students to make up coursework after an extended medical absence from school.
- As a referral from an NKHS guidance counselor to improve failing grades.

**Staff:** The NKHS Academic Resource Center will be staffed by a teacher coordinator and teachers certified in all subject areas. Staffing will remain flexible to address demand and the population of clients. Student volunteers will be recruited to work at the center via the National Honor Society.

#### **The ARC Coordinator will be responsible for...**

- ARC communication to students, parents, teachers, guidance counselors, and administration
- Scheduling of all students referred to the center
- Maintaining all records (attendance, academic progress, communication, etc.) associated with the ARC
- Monitoring the work of students who use Edgenuity and other web-based academic programs for the purposes of credit recovery.
- Recruiting and scheduling of teacher and volunteer (National Honor Society students) staff members
- Reporting to administration for purposes of program effectiveness and for compensation of staff
- Overseeing the work of all staff
- The ARC Coordinator reports to the High School Assistant Principal for Teaching and Learning

**Wage : Yearly stipend \$7500**

#### **The ARC tutorial staff (teachers and volunteers) will be responsible for...**

- Direct academic tutorial assistance to students in area of expertise and in other academic areas if feasible.
- Communicating student progress to teachers and parents as needed
- Assistance with coordinator tasks as feasible

**Wage: \$30 an hour. Hours are based on demand as determined by ARC coordinator and High School Administration**

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### Location and Times:

The NKHS Academic Resource Center will be located in the NKHS Library Media Center (and other locations as necessary) and will be open to students from 1:50-3:50 on Tuesdays and Thursdays throughout the school year.

**Protective Personal Equipment:** n/a

**Classification:** Sedentary: Light: X Medium: Heavy: Very Heavy:

**Classification Key:**

**Sedentary** – Exerting up to 10 lbs. of force occasionally; negligible amount of force frequently to lift, carry, push/pull or otherwise move objects;

**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;

**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;

**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;

**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.

**Driving Requirements:** None: X Manual: Automatic:

### Work Environment

<b>Floor Surface:</b>	Carpet and/or Tile		
<b>Inside:</b>	100%	<b>Outside:</b>	n/a
<b>Lighting:</b>	Incandescent or Fluorescent		
<b>Vibration:</b>	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				
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			

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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:

High School Teacher

### Education and/or Experience:

Minimum Bachelor Degree

### License/Certificate/Certification:

RI Certification: Secondary certified or certification for grades 9- 12

### Technological and/or Technical Skills:

### Communication Skills:

### Planning Skills:

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**Interpersonal and Problem solving skills:**

**Terms of Employment:**

School year

**Evaluation:**

**Date: July 2016**