

FREMONT SCHOOL DISTRICT  
JOB DESCRIPTION

**POSITION TITLE:** Literacy Club Advisor

**CONTRACT TYPE:** Extra-curricular

**JOB GOAL:** The Literacy Club is open to any academically qualified student. The Literacy Club holds meetings to work on special literary topics and to explore more in-depth opportunities in Literacy. The Literacy Club may also hold activities focusing on special literary competitions and exhibitions. All activities are paid for through fundraising and by club participants.

**QUALIFICATIONS:** -Bachelor's Degree from an accredited institution  
-Experience in the field of club focus.  
-NH Certification in a related field

**REPORTS TO:** Principal

**PERFORMANCE RESPONSIBILITIES:**

1. Supervise the Literacy Club activities.
2. Determine with administration the frequency of meetings.
3. Establish club goals and plan for interests and activities.
4. Encourage students to appreciate and value their classmates, school, and community.
5. Encourage activities in support of school and community such as literary exhibition.
6. Promote and monitor these goals to keep the class on task.
7. Encourage students to develop their literary inquiry and skills.
8. Work with club to develop budget for all activities and events.
9. Help club plan fundraisers, club events, and field trips.
10. See general responsibilities outlined in Co-Curricular Advisor Job Description.

**PHYSICAL ACTIVITY REQUIREMENTS**

Primary Physical Requirements:

- |                                 |                       |
|---------------------------------|-----------------------|
| 1. Lift up to 10 lbs.:          | Frequently required   |
| 2. Lift 11 to 25 lbs.:          | Occasionally required |
| 3. Lift 25 to 50 lbs.:          | Occasionally required |
| 4. Lift over 50 lbs.:           | Not required          |
| 5. Carry up to 10 lbs:          | Frequently required   |
| 6. Carry 11 to 25 lbs:          | Occasionally required |
| 7. Carry 26 to 50 lbs:          | Occasionally required |
| 8. Carry over 50 lbs:           | Rarely required       |
| 9. Reach above shoulder height: | Occasionally required |

- 10. Reach at shoulder height: Occasionally required
- 11. Reach below shoulder height: Occasionally required
- 12. Push/Pull: Rarely required

Hand Manipulation:

- 1. Grasping: Occasionally required
- 2. Handling: Occasionally required
- 3. Torquing: Occasionally required
- 4. Fingering: Frequently required
- 5. Controls and Equipment: Computer, telephone, copy and FAX machines

Other Physical Consideration:

- 1. Twisting: Rarely required
- 2. Bending: Rarely required
- 3. Crawling: Rarely required
- 4. Squatting: Rarely required
- 5. Kneeling: Rarely required
- 6. Crouching: Rarely required
- 7. Climbing: Rarely required
- 8. Balancing: Rarely required

Work Surface(s):

Varies: carpeting, linoleum, tile, etc.

During the Work Day, Employee is Required to:

	Consecutive Hours	Total Hours
Sit	1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8
Stand	1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8
Walk	1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8

Cognitive and Sensory Requirement(s):

- 1. Talking: Necessary for communicating with others.
- 2. Hearing: Necessary for receiving instructions and queries.
- 3. Sight: Necessary for doing job effectively and correctly.
- 4. Tasting and Smelling: Not required.

Specific Vocational Preparation Requirements:

- 1. Short demonstration only \_\_\_\_\_
- 2. Any beyond short demonstration up to and including 30 days \_\_\_\_\_
- 3. 30-90 days \_\_\_\_\_
- 4. 91-180 days \_\_\_\_\_
- 5. 181 days to 1 year \_\_\_\_\_
- 6. 1 to 2 years \_\_\_\_\_
- 7. 2 to 4 years \_\_\_\_\_
- 8. 4 to 10 years \_\_\_\_\_     X
- 9. Over 10 years \_\_\_\_\_

Other Training, Skills and Experience Requirements:

Computer skills, knowledge of computer networks, knowledge of computer hardware and software, knowledge of curriculum and grant-writing skills.

Summary of Occupational Exposures:

May be exposed to cleaning fluids and copier toner.

Other Considerations and Requirements:

This is a fairly sedentary position and employee is not required to do extensive physical exertion. Employee is occasionally required to do some lifting. Employee is typically able to sit, stand, and walk as needed.

**DISCLAIMER:**

The above statements are intended to describe the general nature and level of work being performed under this job description. The above statements are not to be construed as an exhaustive list of all knowledge, skills, abilities, and responsibilities required by personnel subject to this job description. All personnel may be required to perform duties outside of this job description as necessary from time to time. This job description does not constitute an employment agreement between the District and them employee and is subject to change by the District as the needs of the District and requirements of the job change. The Fremont School District is an Equal Opportunity Employer. Position is subject to Fremont School District policy, rules, and regulations.