

FREMONT SCHOOL DISTRICT
JOB DESCRIPTION

POSITION TITLE: Science Club Advisor

CONTRACT TYPE: Extra-curricular

JOB GOAL: The Science Club Advisor is responsible for advising and overseeing the activities of the Science Club. The Science Club holds meetings to address current topics of interest in many scientific disciplines, including biology, chemistry, and the physical sciences. Educational field trips may also be offered. All activities are paid for through fundraising and by club participants

QUALIFICATIONS: -Bachelor's Degree from an accredited institution
-Experience as an athletic director or head coach
-NH Certification in a related field

REPORTS TO: Principal

PERFORMANCE RESPONSIBILITIES:

1. Supervise the Science Club activities.
2. Establish club goals and plan for interests and activities.
3. Encourage activities in support of school and community such as recycling and gardening.
4. Promote and monitor these goals to keep the club on task.
5. Hold club meetings at least once a week, or set an schedule with the building administration, to discuss interests and plan activities.
6. Encourage students to develop their scientific inquiry and method skills.
7. 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.