

PLEASANTS COUNTY SCHOOLS



JOB DESCRIPTION – DISTRICT MATH FIELD DAY COORDINATOR

Qualifications: Meet minimum Standards for Certification as set forth by the West Virginia Board of Education Policy 5202 in Minimum Requirements for the Licensure of Professional Personnel and the qualification as outlined in West Virginia §18A-4-7a. Whereas this position is an extra-curricular assignment, individuals must be a regular employee.

Immediate Supervisor: Principal and/or Assistant Principal / Director of Curriculum & Instruction

FLSA Status: Exempt

Term of Employment: Determined by the Pleasants County Board of Education and Delineated on the district Supplemental Schedule

Salary: Determined by the Pleasants County Board of Education

Expectations / Duties and Responsibilities:

Organization and Communication

- Schedule and conduct annual county organizational meeting for the school math field day coordinators.
- Maintain open lines of communication regarding various aspects of the math field day competitions with school coordinators and principals.
- Organize and schedule various aspects associated with the school, county, regional and state math field day competition.
- Complete and submit required documentation for the regional and state math field day competition.
- Schedule and/or organize student transportation for county, regional and state math field day competitions.
- Attend required meetings and regional/state math field day competitions, as needed.
- Promote effective communication among participating students, parents and guardians of participating students, and school and county staffmembers.
- Publish press releases in the local newspaper about the results of the county and regional/state math field day competitions.
- Maintain adequate records of participants, preparations, events, results, and ideas for future math field day competitions.

School and County Competitions

- Assist school math field day coordinators by assuming shared responsibility for compiling appropriate and challenging tests and answer sheets as assigned by the county math field day coordinator.
- Assist school math field day coordinators score school math field day tests, as needed.
- Assist school math field day coordinators identify winners to compete at the county competition.
- Facilitate the development of the county math field day competition test.

- Facilitate the scoring and determination of the county math field day competition winners.
- Prepare certificates for participating students of the county math field day competition.
- Facilitate the purchase of plaques for county math field day competition winners.

PHYSICAL DEMANDS:

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to reach, stand, walk, lift, grasp, write, talk, hear, see, use technology such as computers and multi-media equipment, and use repetitive motions. While performing the duties of this job, the employee may frequently lift and/or move at least 10 pounds of materials. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and other staff members.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Most commonly, the educational setting is indoors with outdoor settings for recess and field trip activities. The noise level in the work environment is low to moderate (20-60 dB). Exceptions include gymnasiums as well as vocational/ technical laboratories where the noise levels may be moderate to loud (60-90 dB).

The information contained in the job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of duties performed by this position.

Perform Other Job-Related Duties and Responsibilities as Assigned by the Principal and/or Director of Curriculum & Instruction

Amended: October 25, 2016