

PLEASANTS COUNTY SCHOOLS



JOB DESCRIPTION – SCHOOL 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

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

- Attend the 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 the county coordinator and their principal.
- Organize and schedule various aspects associated with the school math field day competition.
- Assist the county coordinators complete and submit required documentation for math field day competitions.
- Attend the county, regional and state math field day competition, as requested.
- Promote effective communication among participating students, parents and guardians of participating students, and school and county faculty members.
- Publish press releases in the local newspaper about the results of their school math field day competition.
- Maintain adequate records of participants, preparations, competitions, results, and ideas for future math field day competitions.

Student Preparation

- Assist students selected to participate in math field day competitions with preparation for the competition, including:
 - Accelerate mastery of mathematical principles;
 - Accelerate mastery of higher order mathematical processes;
 - Accelerate mastery of math vocabulary;
 - Improve and accelerate proficiency in problem-solving strategies including mental math strategies;
 - Teach strategies for effective use of time in solving problems; and
 - Meet with students before and after traditional school hours to provide tutoring/assistance.

Organization and Communication / School and County Competition

- Assist other school math field day coordinators and the county math field day coordinator by assuming shared responsibility for compiling appropriate and challenging tests and answersheets as assigned by the county math field day coordinator.
- Assure all materials and supplies needed for school level qualifying test are available on the day of the school math field day competition.
- Assist the county math field day coordinator with scoring qualifying tests at the school and county level.
- Assist the county math field day coordinator with administering testing sessions during the county math field day competition.
- Assist the county math field day coordinator with administering testing sessions during the regional math field day competition, as requested.
- Assist other math field day coordinators and county math field day coordinators with supervision of students during the county and regional math field day competitions, as requested.
- Promote effective communication among participating students, parents and guardians of participating students, and school and county staff members.
- Publish press releases in the local newspaper about the results of school math field day competition.
- Maintain adequate records of participants, preparations, competitions, results, and ideas for future math field day competitions.

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 Assistant Principal

Amended: October 25, 2016