

PLEASANTS COUNTY SCHOOLS



JOB DESCRIPTION – SCHOOL SCIENCE FAIR COORDINATOR (Pleasants County Middle School)

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.

Immediate Supervisor: Principal and 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:

Student Selection and Preparation

- Assist other science teachers with the science fair at the school level.
- Assist students selected to participate in the science fair with preparation for competition(s)
- Ensure students follow all key science concepts, ideas, themes, rules and guidelines.
- Teach effective strategies and project development with students including but not limited to project abstract creation.
- Meet with students before and after traditional school hours to provide assistance.

Event Preparation, Operation, And Post-Event Responsibility

- Assure all materials and supplies needed for school level events are available.
- Facilitate the selection of Science Fair judges for school level fair.
- Assist with the supervision of students during school science fair events.
- Manage and troubleshoot questions regarding the fair.
- Promote effective communication among participants, students, parents and guardians of participating students, and school and county staff members.
- Maintain adequate records of participants, preparations, events, results, and ideas for future science fair events.
- Assist with publishing a press release in the local newspaper about the results of school science fair results.
- Attend all science fair events before and/or after school.

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