

# PLEASANTS COUNTY SCHOOLS



## JOB DESCRIPTION – SCHOOL SOCIAL STUDIES FAIR 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 social studies fair coordinators.
- Maintain open lines of communication regarding various aspects of the social studies fair competitions with the county coordinator and their principal.
- Organize and schedule various aspects associated with the school social studies fair competition.
- Assist the school coordinators complete and submit required documentation for social studies fair competitions.
- Attend the county, regional and state social studies fair 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 social studies fair competition.
- Maintain adequate records of participants, preparations, competitions, results, and ideas for future social studies fair competitions.

#### Student Preparation

- Assist students participating in the social studies fair competitions with preparation of their project, including:
  - Meet with students before and after traditional school hours to provide assistance in the development of their social studies fair project, as needed;
  - Provide students with guidance in identifying a project theme in one of the designated categories;
  - Monitor student progress in meeting all timelines; and
  - Provide students with assistance and guidance in developing their social studies fair projects.

#### Organization and Communication / School and County Competition

- Assist other school social studies fair coordinators and the county social studies fair coordinator by assuming shared responsibility for the school and county fair;
- Provide supervision of students during the county and state social studies fair competitions;
- 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 social studies fair competition.
- Maintain adequate records of participants, preparations, competitions, results, and ideas for future social studies fair 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