

TITLE: School Based Science Fair Director

QUALIFICATIONS:

1. Florida teaching certificate.
2. Current employee of the school district.
3. Enthusiasm for science and science research.
4. Prior experience with the school science fair preferred.
5. Able to work with and organize groups of various size.
6. Able to communicate effectively orally and through written correspondence.
7. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Principal/Director or designee

JOB GOAL: To provide dynamic, effective leadership in the operation of the school science fair

ESSENTIAL FUNCTIONS:

1. Collaborates with the Director of the Thomas Alva Edison Regional Science and Engineering Fair to ensure student safety and compliance with all regulations.
2. Works cooperatively with the school's teachers and administrators to ensure sufficient planning in all critical aspects of the school science fair.

OTHER RESPONSIBILITIES:

1. Provides support to all teachers participating in the school science fair.
2. Arranges for all needed judges and ensure that all judges are appropriately trained.
3. Makes all necessary arrangements for the students who are participating in the Thomas Alva Edison Regional Science and Engineering Fair.
4. Ensures that all trophies and awards are ordered in a timely manner.
5. Arranges for the acquisition of prizes and other donations.
6. Performs related work as required. (Note: The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to that position.)
7. Adheres to school district policies and procedures.

PHYSICAL REQUIREMENTS:

This position requires exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Dates for work year based on the district's school calendar. Work year will be 196 days and a supplement to be determined by Schedule B of the Teacher/District Contract.

ASSESSMENT:

The principal/director or designee will assess the effectiveness of the school based science fair director annually with respect to the performance of the essential functions.

Adopted: 05-30-2002