



CALVERT COUNTY PUBLIC SCHOOLS
Prince Frederick, Maryland 20678

POSITION DESCRIPTION

POSITION: Science Fair Coordinator (County)

JOB SUMMARY:

The sponsor is responsible for working with the Secondary Science Supervisor to develop and implement the Calvert County Public School Science Fair. The teacher will review all required student forms to determine eligibility status and publish a list of selected participants from each school. The employee will arrange for judges and awards that promote the academic growth and excitement of the students. The coordinator is responsible for creating the project display arrangements in a festive and organized manner. The teacher will assist in summarizing the judges' recommendations, determine subsequent winners and assist in the performance of the Awards Ceremony. The teacher also provides other assistance as needed at the county science fair.

REPORTS TO: School Principal

QUALIFICATIONS AND EXPERIENCE:

1. Excellent oral and written communication skills
2. Demonstrated management, leadership and human relations skills
3. Ability to exercise good judgment in making decisions
4. Proven ability to carry an assignment to its completion
5. Demonstrated success in accomplishing tasks akin to the duties and responsibilities listed below
6. Such alternatives to the above qualifications as the Calvert County Public Schools may find appropriate and acceptable

DUTIES AND RESPONSIBILITIES:

1. Works with the Secondary Science Supervisor to arrange the physical setting for the county science fair.
2. Cooperates with school science fair coordinators (Science Fair Team) to facilitate the overall science fair sequence, including the verification of student eligibility.
3. Helps recruit judges and place them with appropriate projects for judging.
4. Helps recruit sponsors for special awards.
5. Is responsible for the overall judging process.
6. Assists in the physical arrangements and performance at the Awards Ceremony.
7. Attends and judges at individual school science fairs.
8. Prepares and copies entry forms for distribution to the science teachers.
9. Plans and implements the judges' reception and teacher volunteer luncheon during the county fair.
10. Maintains a presence of the display floor of the county science fair to assist in judging and problem-solving.
11. Other assistance during the county science fair as needed.

OTHER DUTIES:

Performs related work as required or assigned by the Principal and/or Athletic Director

PHYSICAL DEMANDS:

Position requires significant periods of standing and walking, and is performed in a typical school environment

UNUSUAL DEMANDS: None

TERMS OF EMPLOYMENT:

Salary commensurate with qualifications and experience applied to the current year Extra Pay for Extra Duty Longevity Pay Schedule.

FLSA STATUS: Exempt

EVALUATION:

Performance will be evaluated in accordance with the policy on evaluation as established by the Calvert County Public Schools.

APPLICATION PROCEDURE:

Coach/Club/Advisor application should be submitted to the Principal where the vacancy exists.

References must be directly related to work experience and must include current immediate supervisor.

State law requires that anyone hired after October 1, 1986, who will have contact with school children, must be fingerprinted and submit to a criminal background investigation. Federal law requires that a new employee must complete the Employment Eligibility Verification (Form I-9) in person before beginning employment. Employment is conditional upon successful completion of a drug screen. Current employees of the Calvert County Public Schools are exempt from these requirements.

Calvert County Public Schools does not discriminate on the basis of race, color, religion, sex, age, ancestry or national origin, familial status, marital status, physical or mental disability, sexual orientation or genetic information or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

- Director of Student Services
- Director of Human Resources
1305 Dares Beach Road
Prince Frederick, MD 20678

410-535-1700

For further information on notice of non-discrimination, visit the Office of Civil Rights Complaint Assessment System at: <http://ocrccas.ed.gov> or call 1-800-421-3481.

Anti-sexual, Anti-racial and Anti-disability Harassment Statement

Discrimination can manifest itself in behaviors such as bullying, harassment, or intimidation of individuals.

Calvert County Public Schools does not tolerate any form of harassment including, but not limited to, sexual, racial, or disability. Any individual (student, employee, or community member) who believes that he or she has been subjected to any form of harassment is encouraged to report the allegation of harassment. Students, parents and community members may report allegations of harassment to:

Ms. Kimberly Roof
Director of Student Services
Calvert County Public Schools
1305 Dares Beach Road
Prince Frederick, MD 20678

Employees may report allegations of harassment to:

Dr. Vicky Karol
Director of Human Resources
Calvert County Public Schools
1305 Dares Beach Road
Prince Frederick, MD 20678

Calvert County Public Schools is committed to conducting a prompt investigation for any allegation of harassment. If harassment has occurred, the individual will be disciplined promptly. Disciplinary actions

for students found to have engaged in any form of harassment may result in suspension or expulsion. Disciplinary actions for employees found to have engaged in any form of harassment may result in suspension or termination.

Calvert County Public Schools encourages all students, parents, employees, and community members to work together to prevent any form of harassment.