



**PLEASE POST**

**CALVERT COUNTY PUBLIC SCHOOLS**  
Prince Frederick, Maryland 20678

**NOTICE OF MISCELLANEOUS VACANCY**  
**INTERNAL CANDIDATES ONLY**  
**September 23, 2011**

**POSITION: ROBOTICS COORDINATOR**

**JOB SUMMARY:** This person will coordinate and support robotics competitions for Calvert County Public Schools.

**REPORTS TO:** Supervisor of Instruction

**QUALIFICATIONS AND EXPERIENCE:**

At the time of application, the candidate must have:

1. Valid Maryland State Department of Education teaching certificate.
2. Successful teaching experience.
3. Experience with robotics competition preferred.
4. Excellent verbal, written communication and human relations skills.
5. Such alternatives to the above qualifications as the Calvert County Public Schools may find appropriate and acceptable.
6. Demonstrates success in accomplishing tasks akin to those responsibilities listed below.

**DUTIES AND RESPONSIBILITIES:**

1. Respond to emails and questions for school-based robotics teams.
2. Disseminate pertinent information to all county teams as necessary.
3. Act as a resource when teams need help, including meeting with team members.
4. Recruit volunteers for the robotics competition
5. Secure an event location and handle logistics prior to the event.
6. Serve as a program liaison with the College of Southern Maryland.
7. Schedule competition activities.
8. Coordinate setup, take-down of the qualifier competition.
9. Work the day of the qualifier and tri-county events.
10. Provide support for advancing teams.
11. Manage travel expenses.
12. Other related duties as assigned by the Supervisor of Instruction.

**PHYSICAL DEMANDS:**

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

**TERMS OF EMPLOYMENT:**

\$2,000 salary; work to include 2-3 hours per week on average.

**FLSA STATUS:** Exempt

**EFFECTIVE DATE OF POSITION:** Immediate vacancy.

**APPLICATION PROCEDURE:**

This position is available to current Calvert County Public Schools employees only. Current Calvert County Public Schools employees need only submit a letter of interest no later than October 3, 2011 to:

Mr. Kevin Michael, Director of Human Resources  
Calvert County Public Schools  
1305 Dares Beach Road  
Prince Frederick, MD 20678                      [ccpersonnel@calvertnet.k12.md.us](mailto:ccpersonnel@calvertnet.k12.md.us)

This position remains open until filled

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.

The Calvert County Public Schools is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, age, national origin, familial status, marital status, physical or mental disability, sexual orientation or genetic information in matters affecting employment or the provision of services, programs or activities in compliance with the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973 and the Individuals with Disabilities Education Act. Persons needing auxiliary aids and services for communication should telephone or write to Calvert County Public Schools at least one (1) week in advance of the date the special accommodation is needed.