

PLEASANTS COUNTY SCHOOLS



JOB DESCRIPTION – DISTRICT 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 / Director of Curriculum & Instruction

FLSA Status: Exempt

Evaluation: Performance in this position will be evaluated by the building principal and in accordance with WV State Code §18A-2-12 and WV State Board Policy 5310

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

- Schedule and conduct annual county organizational meeting for the social studies fair competition with school coordinators.
- Maintain open lines of communication regarding various aspects of the social studies fair competitions with school coordinators and principals.
- Organize and schedule various aspects associated with the school, county, regional and state social studies fair competitions.
- Complete and submit required documentation for the regional and state social studies fair competitions.
- Schedule and/or organize student transportation for county, regional and state social studies fair competitions.
- Attend required meetings and regional/state social studies fair competitions, as needed.
- Promote effective communication among participating students, parents and guardians of participating students, and school and county staffmembers.
- Publish press releases in the local newspaper about the results of the county and regional/state social studies fair competitions.
- Maintain adequate records of participants, preparations, events, results, and ideas for future social studies fair competitions.

School and County Competitions

- Assist school social studies fair coordinators efforts with organizing their school fairs as well as

- facilitating the judging of student projects.
- Facilitate the county social studies fair competition.
 - Prepare certificates for participating students of the county social studies fair competition.
 - Facilitate the purchase of plaques for county social studies fair competition winners.

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 Director of Curriculum & Instruction

Amended: October 25, 2016