

PLEASANTS COUNTY SCHOOLS



JOB DESCRIPTION – SPELLING BEE COORDINATOR (Pleasants County Middle School)

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:

Student Selection and Preparation

- Organize, schedule and supervise Spelling Bee Competitions.
- Assist other teachers with spelling bee tests at the school level.
- Assist students selected to participate in spelling bee events with preparation for competitions, including:
 - Re-teaching and reviewing vocabulary and word meaning;
 - Re-teaching and reviewing spelling of words;
 - Teaching strategies for effective use of spelling words;
 - Providing support for students' efforts; and
 - Meeting with students before and after traditional school hours to provide assistance.
- Assist students by assuming responsibility for compiling appropriate and challenging spelling words as assigned by the spelling bee rules and regulations.
- Assure all materials and supplies needed for school level events are available.
- Assist with supervision of students during school, county and regional spelling bee events.
- Promote effective communication among participating students, parents and guardians of participating students, and school and county staff members.
- Assist with publishing a press release in the local newspaper about the results of school, county and regional spelling bee events.
- Maintain adequate records of participants, preparations, events, results, and ideas for future spelling bee events.

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