

Mesa Union School District

Class Title: 6-8 Science Fair Coordinator

Annual Stipend: \$750.00

Basic Function:

The 6-8 Science Fair Coordinator works with the site administrator, staff, parents and students to plan, oversee, guide, and direct the school science fair.

Major Duties and Responsibilities:

The duties listed below are intended to describe various types of work that may be performed. The omission of specific statements of duties does not exclude them if the work is similar, related, or a logical assignment to the position.

1. Works cooperatively with the school's teachers and administrators to ensure sufficient planning and coordination in all critical aspects of the school science fair.
2. Supervises and coordinates all activities associated with the science fair.
3. Supervises student involvement in district, county, and statewide activities.
4. Adheres to board policies and district procedures.
5. Arranges for all needed judges and ensures that all judges are appropriately trained.
6. Arranges for the acquisition of prizes and other donations.
7. Counsels students on matters concerning school science fair procedures, rules, and regulations.
8. Ensures student safety and compliance with all regulations.
9. Ensures that all trophies and awards are ordered in a timely manner.
10. Interacts in a positive manner with staff, students, and parents.
11. Maintains respect at all times for confidential information, e.g., student records, etc.
12. Provides support to all teachers participating in the school science fair.
13. Responds to routine questions and requests in an appropriate manner.
14. Serves as a role model for students.

Qualifications:

The candidate must possess the knowledge, skills, and personal leadership qualities to successfully demonstrate the ability to:

- Exhibit strong knowledge of science and science research.
- Demonstrate knowledge of student science fair standards and criteria.
- Exhibit professional demeanor.
- Lead, organize, problem solve, and motivate people.
- Demonstrate effective interpersonal and communication skills (both oral and written) when interacting with students, parents, staff, administration, and community.
- Make contacts with the public with tact and diplomacy.
- Demonstrate knowledge of state, federal, and school board policies and regulations regarding student conduct and appropriate disciplinary action.
- Exercise appropriate discretion concerning students, staff, and confidential information.

Physical Requirements:

Ability to hear and speak to exchange information orally and in writing; see to read a variety of materials; walk across campus to conduct school business; and sit, reach, stoop and bend as needed to perform clerical and administrative duties; and stand for extended periods of time when assisting with student supervision.

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Education and Credential Requirements:

The science fair coordinator must be a middle school certificated teacher; possess at least a Bachelor's Degree from an accredited institution with a Master's Degree preferred; and hold an appropriate California teaching credential issued by the California Commission on Teacher Credentialing.