

JOB DESCRIPTION

Title: Coordinator of Social Studies Fair Competitions
2016-17 School Year
Minimum Quatifications: Currently a teacher in Jefferson County Schools
Immediate Supervisor: Instructional Data Analyst for
Secondary Math
Salary: stipend salary

Responsibilities and Performance Standards:

1. Arrange for Judges, send post cards, assemble judges' packets
2. Arrange food for judges
3. Solicit donations for food for students
4. Requisition tables and mats, arrange for delivery and pick up.
5. Arrange for supervision of students during judging
6. Arrange for custodian and sound system.
7. Assemble fair box
8. Arrange emcee, video-taping of county fair
9. Invite Superintendent and Board Members to give out awards
10. Attend all meetings
11. Adhere to all deadlines
12. Assist with regional and state fairs