



**File #56**

***Cleveland Heights-University Heights Board of Education  
Supplemental Job Description***

<b>Job Title:</b> Robotics Advisor	<b>Building:</b> CHHS
<b>Immediate Supervisor:</b> Principal	<b>Duration of position:</b> School Year
<b>Salary Category:</b> C	<b>Expected # of participants:</b> Approx. 5-10
<b>Date of Last Program Review:</b> October 2014	

**Statement of purpose:**

- **In order to provide students an organized opportunity for co-curricular exposure to a shared interest, the advisor will provide oversight to all aspects of the co-curricular group.**

**Group goals:** *{Refers to the general goals for the students participating in this co-curricular group}.*

- The goals of the competition are for high school students to develop:

**Technical Skills**

- Design
- Blueprint reading
- Tooling
- Fabrication
- Budgeting
- Analysis of manufacturability
- Adapt to varied roles, jobs responsibilities, schedules and context
- Work effectively in a climate of ambiguity and changing priorities
- Incorporate feedback effectively
- Deal positively with praise, setbacks and criticism
- 21st Century Learning Skills\*, Business Literacy Skills & Flexibility and Adaptability Skills

**Initiative & Self-Direction**

- Manage goals and time
- Work Independently
- Be Self-directed Learners
- Social & Cross-Cultural Skills
- Work Effectively in Diverse Teams

## **Productivity & Accountability**

- Set and meet goals, even in the face of obstacles and competing pressure
- Prioritize, plan and manage work to achieve the intended result

## **Demonstrate additional attributes associated with producing high quality products including the abilities to:**

- Work positively and ethically
- Manage time and projects effectively
- Multitask
- Participate actively, as well as be reliable and punctual
- Present oneself professionally and with proper etiquette
- Collaborate and cooperate effectively with teams
- Respect and appreciate team diversity
- Be accountable for results

## **Leadership and responsibility**

- Leverage strengths of others to accomplish a common goal
- Inspire others to reach their very best via example and selflessness
- Demonstrate integrity and ethical behavior in using influence and power

## **Minimum knowledge, skills, certifications, physical requirements:** {Refers to the minimal skills the person in charge of this co-curricular group must possess, including: equipment operation }

- Project and Product Development
- Manufacturing
- Robotics
- Computer Programming

## **Detailed essential function(s) - specific to position:** {Refers to the duties and responsibilities of the person in charge of this co-curricular group }

- Advise the team on the Design, Engineering and Manufacturing of a 15 lb. robot that meets the criteria of the Alliance for Working Together's Robotics League competition.
- Ensure that the students safely participate.
- Find Industry partners to assist in the process.

## **Time Commitment Expected:** {Refers to the total amount of time you commit as the person in charge of this co-curricular group for the duration of this activity. Please list student contact time and preparation time separately. }

- We meet after school and at the supplier weekly.
- Students come daily during their EOS when available.
- Our standing meeting is on Wednesday until 4:45pm.
- We have in the past met every Saturday at various manufacturing facilities to build the robot.

## **Other Duties and Responsibilities:**

- Coordinate financial aspects of the club
- Deposit all play proceeds with school treasurer/authorize payment of production bills through

- district fiscal policies and regulations
- Coordinate fund raising aspects for the club
- Organize all working committees and prepare schedule for rehearsals and committee meetings
- Perform other duties as assigned by the Building Principal/Superintendent

**Qualifications:**

- Bachelor's degree (B.A.) or equivalent from a four-year college or university
- Teaching Certificate or Licensure
- Such alternative to the above qualifications as Superintendent and/or Board of Education may find appropriate

**Required Knowledge, Skills and Abilities:**

- Ability to work effectively with others
- Ability to communicate ideas and directives clearly and effectively both orally and in writing
- Effective, active listening skills
- Organizational and problem solving skills

**Equipment Operated:**

- Computer/printer
- Telephone
- Copier
- Motor vehicle
- Calculator
- Fax machine

**Additional Working Conditions:**

- Occasional exposure to blood, bodily fluids, and tissue
- Frequent interaction with unruly students
- Occasional requirement to sit, stand, walk, talk, see, reach, read, hear, stretch with hands and arms, kneel, crouch, stoop, balance, and climb
- Occasionally lift, carry, push, and pull various items up to a maximum of 50 pounds
- Occasional evening/weekend/summer work
- Occasional travel
- Occasional operation of a vehicle in inclement weather conditions, i.e., being prepared to work on all scheduled school days, except calamity days
- Occasional repetitive hand motion, e.g., computer keyboard, writing
- Frequent requirement to read and hear

*The job functions listed above are intended to outline the essential functions typically performed by individuals who are in this job title. This description is not intended to be all-inclusive nor to prevent supervisors from assigning other tasks of a similar nature or level of responsibility.*