



File #137

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

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| Job Title: Science Olympiad | Building: High School |
| Immediate Supervisor: Principal | Duration of position: School year |
| Salary Category: G | Expected # of participants: Approx. 34 total |
| Date of Last Program Review: November 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}.*

- To bring science to life, to show how science works, to emphasize problem solving aspects of science and the understanding of science concepts.
- To develop teamwork and cooperative learning strategies among students.
- To make science education more exciting so more students will enroll in science courses and engage in other science activities like science reading, fairs, meetings and field trips.
- To promote high levels of achievement and a commitment to excellence, to demonstrate that American students can perform at levels that surpasses expectations of even practicing scientists and engineers.
- To attract more students particularly females and minorities to professional and technical careers in science, technology and science teaching.

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}*

- Coach/Advisor must be familiar with all (23) Division B events that are covered during the Science Olympiad competition.
- Coach/Advisor must have extensive knowledge about an event they must run/supervise at the annual Solon Science Olympiad Invitational.

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

- Coach/Advisor must be able to assist students with content knowledge of tested Science Olympiad events.

- Coach/Advisor must be able to assist students with build events.
- Coach/Advisor must be able to run/supervise an event at the Solon Science Olympiad Invitational. Duties involve creating a written test or hands-on activity and scoring the competition.
- Coach/Advisor must be able to monitor/assist students at competitions (Solon Invitational, Case Western Reserve Regional Tournament, and Ohio State Tournament) and be available to score competition.

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.}*

- Student Contact Time – students are assisted with the Science Olympiad events throughout the entire school year (before, during, and after school).
- Preparation Time – running/assisting with an event at the Solon Invitational can take anywhere from 5-10 hours of preparation time.
- Student Contact Time – coach/advisor must be present at all competitions. Competitions are on Saturdays, and last approximately 10 hours each.

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.