

**Hernando County School Board
Florida**

COUNTY HISTORY FAIR COORDINATOR
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Required Qualifications:

- Minimum of a two (2) year post secondary education

Desired Qualifications:

- Degree in History, the Social Sciences, Humanities or related field
- Florida Educator's Certification
- Ability to motivate and encourage student and community participation
- Possess organizational and fundraising skills
- Ability to complete tasks driven by deadlines

Performance Responsibilities:

- Organize and promote all aspects of the district-wide history fair, including booking venue
- Assure that designated candidates meet all National History Day (NHD), affiliation requirements
- Collect submitted registration forms and necessary protocol papers from school directors; review and forward necessary forms to Florida History Fair (FHF), coordinators, or the NHD, as applicable
- Arrange transportation, lodging and chaperones for state and international competitions including permissions slips, field trip requests, and meetings with parents or guardians.
- Ensure that all NHD regulations are followed at the school and district fairs
- Perform all tasks required to keep affiliation with NHD organization
- Provide school directors with history fair information in the form of updated annual student handbooks, pre-fair meetings and correspondence, as needed, in a timely manner
- Require research plans for all projects within the county school system as per affiliation agreements
- Promote student, teacher, and community participation at all levels of competition, including a number of judges from the community
- Develop in-service history fair procedures, rules and aides as needed
- Solicit funds from the community to support all special awards and needs at the district level
- Be an active member of community organizations that sponsor the fair
- Meet with all participants and parents prior to the competition
- Be accountable to School Services for all activities regarding district history fairs
- Organize and hold county-wide meetings as necessary
- Assist schools in preparation for first-time participants
- Support academic excellence emphasizing history
- Purchase awards and other materials as necessary
- Organize and train judges for District History Fair

- Serve as judge, if necessary
- Notify local media outlets about upcoming fairs, winners, need for judges, donations
- Perform other duties as assigned by the Supervisor of Secondary Programs and/or designee

Physical Demands:

Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force regularly or as needed to move objects

Reports to:

Reports directly to the Supervisory of Secondary Programs and/or designee

Terms of Employment:

Supplemental Position

Salary:

Paid in accordance with the Differentiated Pay for Additional Duty/Supplemental Schedule in the Hernando County Teachers' Association (HCTA) Contract

Board Approved: 01/11/11
Revised: 05/17/11, 06/10/14