

**Hernando County School Board
Florida**

COUNTY SCIENCE FAIR COORDINATOR
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Required Qualifications:

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

Desired Qualifications:

- Degree in Science or Engineering
- 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 fair, including booking the venue
- Assure that designated candidates meet all FFFS and ISEF affiliation requirements
- Collect submitted registration forms and necessary protocol papers from the school director; review and forward necessary forms to the state and ISEF agencies
- Arrange transportation and chaperone regional, state and international competitions
- Ensure that all ISEF and state regulations are followed at the school and regional fair
- Attend two (2) annual training sessions (required for affiliation) and general meeting out of county
- Provide a summary of all regional and ISEF activities within the designated time of the regional fair to maintain affiliations
- Provide school directors with district, state and international science fair information (all online), pre-fair meetings and correspondence as needed
- Require research plans for all projects within the county school system as per affiliation agreements
- Promote student, teacher and public participation at all levels of competition, including a satisfactory number of judges from the community at the regional fair competition
- Select, oversee and participate in the Instructional Review Board as per state and ISEF affiliation
- Develop in-service science procedures, rules and aids as needed
- Solicit funds from the community to support all special awards and needs at the regional, state and ISEF levels
- Serve on the Florida Foundation for Future Scientist, University of Florida Board of Directors and Review Committee as the Hernando County representative
- Meet with all state and ISEF participants and parents prior to competitions
- Be accountable to School Services for all activities regarding science fairs

- Be affiliated with the Scientific Review Committee (SRC) so that the SRC would be available to review summer research projects for prior approval as well as meet all ISEF operational sequences and guidelines
- Ensure that all SRC committees be convened in a central location for the sole purpose of reviewing and discussing the current years ISEF rules, forms and certifications
- Assist schools in preparation for first-time participants/ and school directors
- Be responsible for all school aspects and activities of the county-wide science fair event (also accountable to School Services for all activities)
- Perform other duties as assigned by the designated 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 designated Supervisor 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 Classroom Teachers' Association (HCTA) Contract

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