

**Hernando County School Board  
Florida**

<b>SCHOOL HISTORY FAIR DIRECTOR</b>
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**Required Qualifications:**

- Minimum of high school diploma or equivalent

**Desired Qualifications:**

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

**Performance Responsibilities:**

- Inform students of rules, procedures and theme of the National History Day Fair
- Organize and promote all aspects of the school-wide history fair, including booking the venue
- Assure that designated candidates meet all National History Day (NHD) affiliation requirements
- Complete necessary forms for District Fairs
- Ensure that all NHD regulations are followed at the school, district and state fairs
- Perform all tasks required to keep affiliation with NHD organization
- Promote student, teacher, and community participation at all levels of competition, including a satisfactory number of judges from the community
- Be an active member of community organizations that sponsor the fair
- Meet with all participants and parents prior to the competition
- Support academic excellence emphasizing history
- Purchase awards and other materials as necessary
- Organize and train judges for School-wide History Fair
- Serve as judge, if necessary
- Notify local media outlets and school, about upcoming fairs, winners, need for judges, donations
- Perform other duties as assigned by the County History Fair Coordinator, Principal 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 principal 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