

**Hernando County School Board
Florida**

SCHOOL SCIENCE FAIR DIRECTOR

Required Qualifications:

- Minimum of high school diploma or equivalent

Desired Qualifications:

- Bachelor's Degree in Science
- Florida certificate in Science or related field
- Ability to organize and motivate teachers and students
- Possess organizational skills
- Ability to complete tasks driven by deadlines

Performance Responsibilities:

- Attend all meetings regarding the International Science Engineering Fair (ISEF) and county inservice
- Organize and operate the school science fair (Classroom and individual projects)
- Be responsible for projects following ISEF guidelines, and state and international rules and regulations
- Assist in the operation of the Hernando County Institutional Review Board Meeting
- Provide all building personnel with science fair information
- Coordinate and train science fair judges
- Plan and implement a parent informational meeting for participants
- Designate candidates for regional competition
- Distribute in a timely manner all required International Science Fair protocol papers to teachers and students at the school and regional levels
- Arrange transportation and chaperone regional and school science fair participants at all competitions
- Be responsible for exhibitors properly completing and submitting the registration forms and necessary protocol papers according to established timelines
- Perform other duties as assigned by the County Science 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