

JOB TITLE
ACADEMIC COMPETITION
COORDINATOR

DIVISION
DISTRICTWIDE INSTRUCTIONAL
PROGRAMS

REPORTS TO
PRINCIPAL

SALARY SCHEDULE & GRADE
EXTRA SERVICE PAY SCHEDULE

LENGTH OF WORK YEAR
187 DAYS +

DATE
JUNE 27, 2011

SCOPE OF RESPONSIBILITIES

Provides the necessary leadership to coordinate and foster all academic competitions. The academic competition coordinator is responsible for the screening, selecting, and organizing of local school academic competitions.

PERFORMANCE RESPONSIBILITIES

1. Coordinates and supervises all academic competitions in the local school.
2. Assists the Principal in the implementation and supervision of all academic competitions at the local, district, state or national level.
3. Directs the scheduling of the sites and facilities for all academic competitions.
4. Assists the Principal in the coordination of transportation for those students participating in academic competitions.
5. Is responsible for purchasing the necessary supplies needed for all academic competitions.
6. Acts as academic competition official as needed and attends required training sessions to qualify as an official.
7. Duties may include performance of health services, for which training will be provided.
8. Performs other duties as assigned by the Principal.

PHYSICAL DEMANDS

The work is performed while standing or walking. It requires the ability to communicate effectively using speech, vision and hearing. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push, or pull light weights.

MINIMUM QUALIFICATIONS

1. 64 hours of college credit

DESIRABLE QUALIFICATIONS

1. Ability to work with and bring about harmonious relationship among teachers with varying ideas and philosophies
2. A fundamental understanding of each of the specialized fields taught within the department

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