

NORTH SCOTT COMMUNITY SCHOOL DISTRICT

TITLE: Math Counts / Math Bee

QUALIFICATIONS:

1. Teacher certification preferred
2. Knowledge and aptitude necessary for preparing students to compete in academic competitions

REPORTS TO: Principal

JOB GOAL: To help each participating student achieve a higher level of knowledge, an appreciation

PERFORMANCE RESPONSIBILITIES:

1. Identifying students with interest in these activities that have ability to work at this level.
2. Registering for the competition and arranging purchase orders to pay for the registration fees.
3. Arranging times to meet with the students to work on preparing for the competition.
4. Understanding the rules and expectations to be successful at these competitions
5. Make necessary arrangements for all resources needed to efficiently accomplish this goal.
6. Completing school district forms for transportation, field trip permission slips for students, and communicating these details to the principal.
7. Providing encouragement and other technical support. (Teaching research skills).
8. Supervise students at all times.
9. Supervision starts when the first student arrives and ends when the last student is picked up.
10. Any other duties necessary to aide students.
11. Parent meetings or other contacts when necessary.

TERMS OF EMPLOYMENT: Length of contract.

EVALUATION: Performance of the job will be evaluated in accordance with Provisions of the Board's

Approved by: _____ Date: _____

Reviewed and agreed to by: _____ Date: _____
(Incumbent)

(This job description contains only measurable performance responsibilities).

4/8/02