



EDUCATION . . .
Road To Success

**HANCOCK PLACE
SCHOOL DISTRICT**

SECTION: 400 Extra-Duty Assignments
TITLE: 023 Science Fair Sponsor

TITLE:	Science Fair Sponsor (Elementary, Middle School)
QUALIFICATIONS	<ul style="list-style-type: none">* Valid teaching certificate in the State of Missouri* Highly organized and able to meet critical deadlines* Background in Science is preferred
REPORTS TO / EVALUATED BY:	Building Principal, Assistant Superintendent, and/or Superintendent
TERM OF POSITION:	The first day through the last day of the annual school year as set forth in the district's approved School Calendar.
SALARY:	Extra-duty stipend as set by the district's approved Extra-Duty Salary Schedule
JOB GOAL:	To supervise the growth and development of students in co-curricular and extra-curricular activities. To instill students with the love for learning science.
RESPONSIBILITIES:	<ul style="list-style-type: none">* Have knowledge in and follow the guidelines, rules, regulations, policies, and procedures of the Hancock Place School District for participation in extra-curricular activities.* Work closely with the building administrators in selecting the appropriate grade levels to participate in the science fair during the school year.* Work closely with the building administrators to choose a date for the science fair so that all of the projects can be displayed.* Advertise and recruit students to participate in the science fair.* Exercise proper care and handling of district equipment.* Provide for the safety of facilities and the safety of the students while working on science projects.* Ensure that the school district is registered with the St. Louis Science Fair.* Obtain and distribute newspaper information packets to the students.* Make a presentation to the classes regarding possible topics, provide list of rules, provide examples of previous winning projects, and inform students of due date to turn in projects.* Periodically ensure that all deadlines are being met so that the students are sufficiently prepared for the fair.* Work with administrators to schedule a parent information night.* Order ribbons and display boxes, and arrange for resale of display boxes to students.* Work with maintenance and custodial staff to ensure that the gym is reserved and organize the plan for set-up.* Organize and display students projects in the gym one day prior to the science fair.* After judging the projects, ribbons will be placed on each project on the day of the fair. Grand prize winners will be displayed in a separate area.* Ensure that grand prize winners are registered with the St. Louis Science Fair, and collect and transport grand prize projects to the St. Louis Science Fair.* Work closely with the building administrators to publicize the winners of the science fair by utilizing the local area newspaper, the school newspaper, and the distribution of fliers.



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- * Maintain accurate financial records that identify all sources of revenues and expenditures associated with supporting the science fair.
 - * Ensure that the conduct and behavior of the Sponsor and students reflect the high ideals of competition, fair play, and good sportsmanship.
 - * Provide a yearly inventory of supplies and equipment to a building administrator.
 - * Inform and make recommendations concerning the activity to a building administrator.
 - * Complete all necessary paperwork in a timely manner as requested by the building administrator or the district's Board of Education.
 - * Perform all other duties as dictated by law and/or assigned by the Building Principal, Assistant Superintendent, or Superintendent.

Hancock Place School District
Date Approved: December 14, 2005