

SUPPLEMENT PERFORMANCE RESPONSIBILITIES

TITLE: Science Fair Contact Person

QUALIFICATIONS:

- Valid Florida Educator's Certificate in appropriate subject area.
- Current or previous teaching experience in subject area.

REPORTS TO: Principal

SUPERVISES: Students in all fair-related activities

JOB GOAL: To provide leadership and support for Science Fair

PERFORMANCE RESPONSIBILITIES:

- Attend Science Fair planning meetings.
- Serve as a liaison between the school and district office for the school, regional, state and international fair.
- Plan and implement a school-level Science Fair.
- Serve as a consultant and resource person at the school for teachers and students in Science Fair concerns. For example: explaining the rules and regulations that are in the International Science Fair rules booklet.
- Establish an Institutional Review Board (IRB) at the school level to review all projects dealing with human subjects before student research begins. Submit the names of the members of this IRB to the Regional Fair director on or before October 1.
- Supervise the preparation and completion of entry forms, abstract/bibliographies and certifications from school participants to the district office. It is the responsibility of the contact to ensure that all forms are filled out completely and accurately and are submitted on or before the due date.
- Chaperone school participants at the regional and state fairs and serve on fair task committees with the fair director.

TERMS OF EMPLOYMENT: Annual Appointment by Principal

EVALUATION: By Principal

Approved by: _____ Date: _____
(Principal)

Reviewed and agreed to by: _____ Date: _____
(PRINT – Employee's Name)

Reviewed and agreed to by: _____ Emp. ID #: _____
(Employee's Signature)

**IRS REGULATIONS REQUIRE A WITHHOLDING RATE OF 28%
ON ALL SUPPLEMENTAL PAY AS OF JANUARY 1, 1994.**

Form Number: PER 213.001

New Date: 5/19/14