



Thompson Falls School District Position Description

Position Title: Science Olympiad Advisor

Reports to: Building Principal

Summary: To help each participating student achieve a high level of skills, science knowledge and appreciation for the values of commitment and excellence, and an increased level of self esteem.

Essential Duties and Responsibilities: *Other duties may be assigned.*

1. Coach individual participants in the skills necessary for excellent achievement in the events they are involved.
2. Plans and schedules a regular practice schedule in the fall leading to competition. Schedule a minimum of 8-weeks of practices prior to competition.
3. Oversees the safety conditions of the facility or area is conducted at all times that students are present.
4. Maintains accurate records and results of individual and team performances.
5. Enforces discipline and establishes and oversees consequences for breach of such standards by individual students.
6. Maintains competency in rules and general information about all aspects of Science Olympiad.
7. Establishes performance criteria for being selected as part of the competitive team.
8. Works closely with the building principal in trip planning. The advisor organizes, coordinates, and chaperones the trip, working closely with the junior high team.
9. Recommends purchase of equipment and supplies.
10. Maintains necessary attendance, event forms, parent permission forms, and similar paperwork.
11. Accounts for all equipment.
12. Develops a consistent and positive public communications procedure through the school and media to inform the parents and the general public about the Science Olympiad Program.

Supervisory Responsibilities: Supervises students in the Science Olympiad Program.

QUALIFICATIONS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Education and/or Experience: Experience in teaching and/or coaching science is preferred. A teaching certificate or bachelor's degree is also preferred.

Language Skills: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of students or employees.

Mathematical Skills: Ability to use basic math concepts necessary to calculate figures and amounts.

Reasoning Ability: Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.

Other Skills and Abilities: Exhibit qualities of leadership and organizational ability and reflect a spirit of cooperation in working with staff and school administration. Ability to establish and maintain effective working relationships with students, staff and the community. Ability to communicate clearly and concisely both in oral and written form. Ability to perform duties with awareness of all district requirements and Board of Education policies.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk and stand. Occasionally the employee will sit or run. The employee will frequently bend or twist at the trunk while performing the duties of this job. The employee will frequently squat, stoop, kneel, reach above the head, reach forward and repeat the same hand motion many times while performing the duties of the job.

The specific vision requirements of the job include good depth perception and occasionally being able to see objects/persons at a distance. While performing the duties of the job the employee frequently is required to hear conversation and a quiet as well as a noisy environment and be able to tell where a sound is coming from. The employee must be able to communicate to the team in order to give directions.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee will continuously work inside or outside depending on the sporting event. Occasionally the employee must be able to meet deadlines with severe time constraints and interact with public and other workers. The employee has direct responsibility for the safety, well-being and work output of others. The noise level in the environment is usually moderate.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.