

Job Summary:

The FIRST Robotics Team Advisor is employed to oversee the activities associated with preparing for and participating in the annual FIRST Robotics program. The advisor is employed to help each participating student achieve a high level of involvement in club activities and events and to responsibly supervise all activities ensuring appropriate student conduct. Student behavior should follow expectations as outlined in the school's student handbook

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| Position Title: | CHS FIRST Robotics Team Advisor | Category: | Co-Curricular |
| Job Description Approved By: | Litchfield School Board | Date: | 3/3/10 |
| School: | CHS | Revised Date: | |
| Reports To: | CHS Principal | School Year: | 2012-2013 |
| Supervises: | Participating Students | Tier Level: | 4 |

Position Duties, Responsibilities and Minimum Expectations:

The following functions are considered essential to this position:

1. Advisors will plan and schedule a regular program of meetings and activities for the club.
2. Unless otherwise excused, each person accepting a special assignment will be expected to attend all duty assignments, parent or teacher conferences and meetings called by the administration, or activity coordinator.
3. Advisors of clubs' will be expected to see that students adhere to all bylaws that may be part of the organization's activity in which they are sponsoring.
4. If any fundraising is done the advisor shall follow all school Student Activity Fund procedures for any funds collected and subsequently expended.
5. Advisors of clubs will be expected to fill out facility use forms when requesting to use buildings.
6. Advisors are expected to be present at all meetings and activities held by the clubs.
7. Responsible for managing the liaison between CHS and FIRST regarding entry forms, conformance to rules and all legal documents.
8. Recruits members for the team.
9. Run practice sessions and train the team on content and strategy.
10. Manages and oversees the mentoring provided by outside volunteers.
11. Meet during the school year.
12. Requires a minimum of 150 hours beyond the school day.
13. Traveling may be required for off-site trips, generally in state which requires following school district policy IICA on Domestic and International Travel.

Evaluation:

Evaluation will be based on ability and effectiveness in carrying out the responsibilities of the position as outlined. Performance will be reviewed and supervision will be provided by the principal on an ongoing basis and annually at the completion of the activity by the Building Administrator.

Terms of Employment:

The District shall pay the Employee a total of **\$3,659.08** in four installments during the 2012-2013 school year. Payment will be issued on October 25, 2012, December 6, 2012, February 14, 2013, and June 6, 2013.

Minimum Qualifications, Experience, Knowledge, Skills and Abilities:

- Priority given to existing teacher at Campbell High School or a teacher in the Litchfield School District.
- Ability to motivate students.
- Some knowledge of competitive academics.
- Knowledge of engineering principles

Licensure and Certification Requirements:

- Teaching certificate preferred.

Physical Activity Requirements and Occupational Exposures:

- Occasional bending, kneeling, squatting, reaching, pushing/pulling and climbing.
- Frequent standing, walking, sitting, and fine motor skills.
- Ability to lift/carry up to 25lbs. on an occasional basis.
- Repetitive motions of wrist.
- Close and distance vision requirements.

Other Considerations and Requirements:

None