Tyler County Schools
P.O. Box 25
Middlebourne, WV 26149

Attention: Professional Personnel
Notice of Vacancy
Posting Reference # 76708

POSITION: **Math Field Day Coordinator**

LOCATION: **Tyler Consolidated High School**

POSTING DATE: **November 13, 2026**

DEADLINE FOR APPLICATION: **November 20, 2026 at 3:00 p.m.**

QUALIFICATIONS:

- Hold certification in mathematics 9-12 or 9-Adult
- Currently employed certified professional educator at Tyler Consolidated High School

RESPONSIBILITIES: Coordinate, organize, assist with, and supervise all Math Field Day activities.

TERMS OF EMPLOYMENT: For the 2026-2027 school year and beyond

SALARY: $400.00 based on county Co-Curricular Activities Pay Schedule plus yearly increment.

DIRECTIONS TO APPLY THROUGH OUR DISTRICT WEBSITE:

1. Go to http://www.tylercountypublicschools.com
2. Go to Employment
3. Find the position you are interested in and click the red apply button.
4. All Tyler County positions are posted and applied for on Frontline
5. Submit a résumé of your coaching experience.
6. Submit your philosophy of coaching.

EQUAL EMPLOYMENT OPPORTUNITY:
Equal employment opportunity will be granted to all persons regardless of race, religion, color, sex, national origin, or handicapping conditions and no discrimination based upon such factors will be made in the salary, demotion, transfer, or termination of any employee.

Math Field Day Coordinator

Job Description

Student Selection and Preparation

1. Assist other school math field day coordinators and the county math field day coordinator with scoring qualifying tests at the school and county level.
2. Assist students selected to participate in math field day events with preparation for the competition, including:
    a. Re-teaching and reviewing math concepts
    b. Re-teaching and reviewing math vocabulary
    c. Re-teaching and reviewing problem-solving strategies including mental math strategies
    d. Teaching strategies for effective use of time in solving problems
    e. Providing support for students' efforts
    f. Meet with students before and after traditional school hours to provide assistance.

Event Preparation, Operation, and Post-Event Responsibilities

1. Assist other school math field day coordinators and the county math field day coordinator by assuming shared responsibility for compiling appropriate and challenging tests and answer sheets as assigned by the county math field day coordinator.
2. Assist other school math field day coordinators and the county math field day coordinator to prepare certificates for participating students.
3. Assure all materials and supplies needed for school level qualifying tests are available on the day of qualifying tests.
4. Assist other math field day coordinators and county math field day coordinators with administering testing sessions during school, county, and regional math field day events.
5. Assist other math field day coordinators and county math field day coordinators with supervision of students during school, county, and regional math field day events.
6. Promote effective communication among participating students, parents and guardians of participating students, and school and county staff members.
7. Assist the county math field day coordinator with publishing a press release in the local newspaper about the results of school, county and regional math field day events.
8. Maintain adequate records of participants, preparations, events, results, and ideas for future math field day events.

Miscellaneous

1. Perform other reasonable job-related duties as directed by the school principal and / or county math field day coordinator.