

# Wyalusing Area School District

## Job Description

Job Title: Science Olympiad Advisor	Location: High School
Salary Grade: As Per CBA	Classification: Supplemental
Date: May 2023	Reports to: High School Principal

### Job Summary:

- Provide students an organized opportunity for exposure to a shared science interest. The advisor will provide oversight to all aspects of the extra-curricular group.

### Essential Functions:

- Direct, chaperone, and coordinate supervision of Science Olympiad activities.
- Actively seek students to participate in the organization.
- Hold mandatory monthly meetings per Science Olympiad.
- Assist with all functions related to fundraising along with applying for grants, as applicable.
- Complete all orders as required for supplies, equipment, and uniforms.
- Work with students in preparation for competitions by creating mock events, binders, public speaking, study information etc. along with registering students for competitions and delegating events.

### Financial Responsibilities:

- Coordinate and oversee all financial and accounting needs related to the organization and position, as appropriate.
- Ensure all monies are processed within the established timelines, as outlined by the District Office.
- Adhere to the financial principles of the District.

### Other:

- Perform other duties as assigned related to the position.

### Competencies:

- Strong verbal, interpersonal, and written expression skills.
- Effective colleague, parent, and student communication skills.
- Problem-solving skills and technology proficiency.

### Education and Experience:

- Knowledge in the Science Olympiad's standards and rules for competition.

### Additional Requirements:

- Must demonstrate extreme flexibility, provide excellent communication, and follow directives issued by supervisor.

Approvals/ Additional Supervisors: Superintendent of Schools