

School District of Philadelphia

Carver Science Fair Review Committee  
Job Summary

Essential Functions

- Support the review process of applications to the Carver Science Fair

Essential Duties and Responsibilities

Responsibilities include but are not limited to the following:

- Participate in training on reviewing Science Fair applications for completeness and compliance with safety and ethical rules
- Review student applications and provide feedback

Must agree to:

- Actively participate in the 8 review sessions, missing no more than one session.
- For the first four weeks, participants will participate in reviewing applications one day per week from 8:30am-5:30pm. Participants will be given an F20 excused absence during the school day, and be paid at EC rate for the additional two hours.
- For the next four weeks, participants will participate in reviewing applications one day per week from 4:00pm-6:00pm. Participants will be paid at EC rate for two hours.
- To avoid conflicts of interest, participants will not review applications from their own school

Requirements:

- Previous participant as a sponsor in the Carver Science Fair or similar fair, or experience in supervision of student science research
- Possess valid professional teaching certificate.
- Demonstrate effective communication skills, and display the ability to function as a constructive team member when working with peers and administrators.
- Have an excellent attendance and punctuality record during the last (3) years (defined as no more than 18 occasions of absence for personal illness, illness in the family or lateness during the last 3 years. A consecutive period of absence constitutes one occasion).
- Have no unsatisfactory documentation pending or currently on file.
- Be a regularly appointed teacher.

Application Procedure

Interested applicants should submit to

- Please email a letter of intent showing interest in the position and a reason for the selection of your application to **science@philasd.org**
- Candidates must indicate how they meet the criteria in their submissions, along with what they hope to gain from the experience in the letter of intent.
- If candidates are equal, building seniority will be used to make the final determination.