

School District of Philadelphia

2018-2019 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 review sessions (see dates below), missing no more than one session.
- Participants will participate in reviewing applications one day per week typically from 8:30am-5:30pm. Teachers may not need to stay until 5:30pm. Participants will be given an F20 excused absence during the school day and will be paid at EC rate for any additional hours (schedule is subject to change). Participants will only be compensated for hours worked.
 - **Grades 4-8 teachers' meeting dates - Jan 16, 30, Feb. 6, 13**
 - **Grades 9-12 teachers' meeting dates - Jan. 17, 31, 24 Feb. 7, 14**
- Participants may be asked to attend sessions from 4:00pm – 6:00pm (if needed). Dates will be given to participants. Participants will be paid at EC rate.
- To avoid conflicts of interest, participants will not review applications from their own school.

Requirements:

- Previous participation as a sponsor in the Carver Science Fair, similar Fair, and/or experience in supervision of student science research.
- Possess valid PA 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 School District of Philadelphia 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.