



**PLEASE POST**

CALVERT COUNTY PUBLIC SCHOOLS  
Prince Frederick, Maryland 20678

NOTICE OF VACANCY  
DATE

**POSITION:** **History Fair Coordinator (County)**

**JOB SUMMARY:**

The Calvert County History Fair coordinator assists the Secondary Supervisor of Social Studies in conducting the annual county-wide History Fair program. Responsibilities include compiling and organizing registration materials, setting up for the county History Fair and helping to conduct the History Fair awards ceremony.

**REPORTS TO:** Secondary Supervisor of Social Studies

**QUALIFICATIONS AND EXPERIENCE:**

1. Excellent oral and written communication skills
2. Demonstrates management, leadership and human relations skills
3. Ability to exercise good judgment in making decisions
4. Proven ability to carry an assignment to its completion
5. Demonstrates success in accomplishing tasks akin to the duties and responsibilities listed below
6. Such alternatives to the above qualifications as the Calvert County Public Schools may find appropriate and acceptable

**DUTIES AND RESPONSIBILITIES:**

1. Work cooperatively with Secondary Supervisor of Social Studies and/or his/her designee in planning the Calvert County History Fair
2. Serve as a liaison between the Calvert County History Fair program and school History Fair coordinators. This includes the dissemination of materials related to the Calvert County History Fair to school sponsors
3. Ensure that students advancing to the Calvert County History Fair receive all pre-competition and registration materials
4. Perform other duties related to the History Fair as assigned by the Principal or Secondary Supervisor of Social Studies

**OTHER DUTIES:**

Performs related work as required or assigned by the Secondary Supervisor of Social Studies

**PHYSICAL DEMANDS:**

Position requires no specific physical demands

**UNUSUAL DEMANDS:** None

**TERMS OF EMPLOYMENT:**

Salary commensurate with qualifications and experience applied to the current year Extra Pay for Extra Duty Longevity Pay Schedule.

**FLSA STATUS:** Exempt

**EVALUATION:**

Performance will be evaluated in accordance with the policy on evaluation as established by the Calvert County Public Schools.

**APPLICATION PROCEDURE:**

Coach/Club/Advisor application should be submitted to the Secondary Supervisor of Social Studies.

References must be directly related to work experience and must include current immediate supervisor.

State law requires that anyone hired after October 1, 1986, who will have contact with school children, must be fingerprinted and submit to a criminal background investigation. Federal law requires that a new employee must complete the Employment Eligibility Verification (Form I-9) in person before beginning employment. Employment is conditional upon successful completion of a drug screen. Current employees of the Calvert County Public Schools are exempt from these requirements.

Calvert County Public Schools does not discriminate on the basis of race, color, religion, sex, age, ancestry or national origin, familial status, marital status, physical or mental disability, sexual orientation or genetic information or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

- Director of Student Services
- Director of Human Resources  
1305 Dares Beach Road  
Prince Frederick, MD 20678

410-535-1700

For further information on notice of non-discrimination, visit the Office of Civil Rights Complaint Assessment System at: <http://ocrcas.ed.gov> or call 1-800-421-3481.

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**Anti-sexual, Anti-racial and Anti-disability Harassment Statement**

Discrimination can manifest itself in behaviors such as bullying, harassment, or intimidation of individuals.

Calvert County Public Schools does not tolerate any form of harassment including, but not limited to, sexual, racial, or disability. Any individual (student, employee, or community member) who believes that he or she has been subjected to any form of harassment is encouraged to report the allegation of harassment. Students, parents and community members may report allegations of harassment to:

Ms. Kimberly Roof  
Director of Student Services  
Calvert County Public Schools  
1305 Dares Beach Road  
Prince Frederick, MD 20678

Employees may report allegations of harassment to:

Dr. Vicky Karol  
Director of Human Resources  
Calvert County Public Schools  
1305 Dares Beach Road  
Prince Frederick, MD 20678

Calvert County Public Schools is committed to conducting a prompt investigation for any allegation of harassment. If harassment has occurred, the individual will be disciplined promptly. Disciplinary actions for students found to have engaged in any form of harassment may result in suspension or expulsion. Disciplinary

actions for employees found to have engaged in any form of harassment may result in suspension or termination.

Calvert County Public Schools encourages all students, parents, employees, and community members to work together to prevent any form of harassment.