



CALVERT COUNTY PUBLIC SCHOOLS  
Prince Frederick, Maryland 20678

**NOTICE OF MISCELLANEOUS VACANCY  
INTERNAL CANDIDATES ONLY**

**POSITION: ROBOTICS COORDINATOR**

**JOB SUMMARY:** This person will coordinate and support robotics competitions for Calvert County Public Schools.

**REPORTS TO:** Supervisor of Science and STEM

**QUALIFICATIONS AND EXPERIENCE:**

At the time of application, the candidate must have:

1. Valid Maryland State Department of Education teaching certificate.
2. Successful teaching experience.
3. Experience with robotics competition preferred.
4. Excellent verbal, written communication and human relations skills.
5. Such alternatives to the above qualifications as the Calvert County Public Schools may find appropriate and acceptable.
6. Demonstrates success in accomplishing tasks akin to those responsibilities listed below.

**DUTIES AND RESPONSIBILITIES:**

1. Respond to emails and questions for school-based robotics teams.
2. Disseminate pertinent information to all county teams as necessary.
3. Act as a resource when teams need help, including meeting with team members.
4. Recruit volunteers for the robotics competition
5. Secure an event location and handle logistics prior to the event.
6. Serve as a program liaison with the College of Southern Maryland.
7. Schedule competition activities.
8. Coordinate setup, take-down of the qualifier competition.
9. Work the day of the qualifier and tri-county events.
10. Provide support for advancing teams.
11. Manage travel expenses.
12. Other related duties as assigned by the Supervisor of Instruction.

**PHYSICAL DEMANDS:**

Position requires significant periods of standing and walking and is performed in a typical school environment.

**TERMS OF EMPLOYMENT:**

Work to include 2-3 hours per week on average.

**FLSA STATUS:** Exempt

**EFFECTIVE DATE OF POSITION:** Immediate vacancy.

**APPLICATION PROCEDURE:**

This position is available to current Calvert County Public Schools employees only. Coach/Club/Advisor application should be submitted to the Supervisor of Science and STEM.

This position remains open until filled

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.

**Nondiscrimination Statement**

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, gender identity and expression, 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  
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:

Ms. Laveeta Hutchins  
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.

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