



36727 Jefferson Avenue
Harrison Township, MI 48045-2917
(586) 783-6300

Posting date: November 5, 2007

2007 - 2008 SCHOOL YEAR

POSITION: FIRST Robotics Assistant Mentor Sponsor

BUILDING: Frederick V. Pankow Center

PAY RATE: \$2,400.00

DUTIES AND RESPONSIBILITIES:

Preseason (September – December)

1. Supervise student coordinated parts and materials inventory organization.
2. Responsible for ordering materials.
3. Assist in fundraising for student travel.
4. Coordinate Student and Mentor recruiting.
5. Coordinate pre-season tournament attendance.
6. Assist students in preparing robot for pre-season tournament (approximately 3 days).
7. Attend pre-season tournament (one Saturday).
8. Attend pre-season mentor meetings (approximately 3)

In-Season (January-March)

1. Coordinate student supervision during build season.
2. Assist in supervising students during build season.
3. Continue with parts and materials organization.
4. Responsible for ordering parts and materials.
5. Responsible for creating and updating the inspection parts list.
6. Attend, chaperone at least one regional competition (Thursday-Saturday).
7. Responsible for robot shipping.
8. Attend in-season mentor meetings.
9. Available Monday through Saturday during six-week build period.

Post-Season (April – June)

1. Responsible for crate and robot storage.
2. Responsible for parts and material storage.
3. Coordinate year-end banquet.

Additional Duties may include:

1. Assist in making team policies.
2. Build season student supervision from 2:15 – 6:00 P.M.

QUALIFICATIONS:

- Ability to apply knowledge of current research and theory to instructional program.
- Ability to plan and implement lessons.
- Ability to establish and maintain effective relationships with students, peers and parents.
- Skill in oral and written communication.

Such alternatives to the above qualifications as the Board of Education may find appropriate and acceptable.

All persons interested in the above position should send their **in-district employee application form** (if district employee) or letter of application to the Personnel Office, 36727 Jefferson Avenue, Harrison Township, MI 48045-2917 **on or before Tuesday, November 13, 2007, at 4:00 p.m.**

Sandra Standel
Assistant Superintendent for Personnel

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