

**PLYMOUTH COMMUNITY SCHOOL CORPORATION  
JOB DESCRIPTION**

**JOB TITLE:** Junior High Spelling Bee Coordinator

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**EXEMPT:** Yes  
**SALARY LEVEL:** Per Master Contract  
**LOCATION:** Plymouth Community Junior High School  
**REPORTS TO:** Principal and Assistant Principal  
**LENGTH OF WORK:**

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**ESSENTIAL FUNCTIONS** include the following. Other duties may be assigned.

- A. Schedule and conduct the sixth, seventh, and eighth grade spelling bees as Lincoln Jr. High School.
- B. Schedule, coordinate and conduct the Pilot News County Wide Spelling Bee.
- C. Solicit adult volunteers among staff and community as needed to conduct the four spelling bees.

**QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:**

Certified teacher and employment with the Plymouth Community School Corporation if required by the IHSAA; or related experience and/or training.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Valid state driver's license - operator permit

**LANGUAGE SKILLS:**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of athletes, school officials, parents, and the press.

**MATHEMATICAL SKILL:**

Ability to work with mathematical concepts. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**REASONING ABILITY:**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand, walk, sit, use hands to finger, handle, or feel objects, tools, or controls, reach with hands and arms, and taste or smell.**

**The employee must frequently lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.**

**The employee should be able to use the machines, tools, equipment, and work aids which may be representative of those commonly associated with this type of work.**

**WORK ENVIRONMENT:**

**The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.**

**The noise level in the work environment is usually moderate.**

**The working environment is mainly indoors other than routine errands.**

**There are no environmental hazards indicated for this position.**

**TERMS OF EMPLOYMENT:**

**Salary as per Master Contract.**

**EVALUATION:**

**Annually.**

*Revised 2/6/01*