

**TITLE:** Robotics Club Advisor, High School

**REPORTS TO:** Building Principal

**FAIR LABOR STANDARDS ACT (FLSA):** Exempt. This position requires an extra-duty contract.

**QUALIFICATIONS:**

1. Submit to a criminal history check as required by the school district.
2. Be at least 21 years of age at the time of initial employment.
3. High School Diploma.
4. Knowledge of computers required.
5. Able to meet Monroe District Standards of Competent Performance.
6. Must be proficient in English both oral and written.
7. Such alternatives to the above qualifications as the Board find appropriate and acceptable.

**JOB GOAL:** Following the mission statement of “For Inspiration and Recognition of Science and Technology” (FIRST) the goal is to inspire young people to be science and technology leaders and innovators, by engaging them in exciting mentor-based programs that build science, engineering, and technology skills, that inspire innovation, and that foster well-rounded life capabilities including self-confidence, communication, and leadership.

**TIME FRAME:**

- Scheduled M-F, 3:15-4:30 each school day
- Non-scheduled hours as per team request based upon up-and-coming tournament needs M-F including weekends and holidays.
- Four League Meets as per schedule (out-of-town) weeknights and Saturdays 9 am – 5 pm
- One Super Qualifier Meet as per schedule (out-of-town) Saturdays and/or Sunday 9 am – 5 pm
- One State Championship Meet as per schedule (out-of-town) Saturday and Sunday 9 am – 5 pm
- World Championship Meet as per schedule (Texas) for one week.
- Three to five industrial/education tours as per developed schedule. 4 – 5:30 pm.
- Three to give community out-reach and fund raising promotional meetings as per schedule 4-5:30 pm and some in school meets at the local middle school.
- Expect to operate the team the entire school year.

**ESSENTIAL JOB FUNCTIONS:**

**I. Personal Qualities:**

1. Presents a positive attitude by appearance, personal neatness, personal habits and punctuality.
2. Communicates and works cooperatively with other members of the staff and public.
3. Is neat in appearance and dresses appropriately for the position.

4. Maintains confidentiality and honesty in performing assigned tasks.
5. Functions in a positive attitude where there is pressure, frequent interruptions, and in an atmosphere which may be stressful.

## **II. General Duties:**

1. Supervision of student safety, progress, guidance, and suggestions.
2. Filing necessary paper work on and off-line for team members to participate in various meets.
3. Teaching team members the proper use of machine and hand-tools to meet goals of tasks.
4. Directing individuals on multi-step processes to achieve desired material results.
5. Directing and guiding team to meet certain goals and objectives.
6. Application for various grants, transportation request, and hotel accommodations.
7. Acquisition of tools and supplies after hours for team needs.
8. Food and snack supply runs for extended meetings after school and/or holiday meets.
9. Driving of bus company vehicle/personal transportation to various meets.
10. Frequent inventory and cleanup of lab and materials.
11. Introduction to use of CNC plasma cutter and computer aided dragging programs.
12. Introduction to use of 3D printer and related programs.
13. Introduction to JAVA, or other programs used to make robot functional.
14. Industry contacts, meeting dates, and thank you letter.
15. Frequent but casual inspection of robot for predictive failure analysis and teaching thereof.
16. Repair of broken or damaged electronics, hardware, and various tools.
17. Fluffing of team moral and their creative ideas.
18. Teach/suggest methods of actuation without turning team's project into advisor's project.
19. Staying out of the way during various meets to allow the team to work out difficulties on their own.
20. Present at various meets to give suggestions and "kudos" to the team when they are in need.
21. Making community outreach appointments opportunities for the team to explore and engage.
22. Arranging for public acknowledgement via local newspaper publication, school newsletter, and school's yearbook.
23. Molding and training the team to work effectively and efficiently as a team.
24. Helping individuals to recognize their and others' strengths.
25. Acting gateway between FIRST tech Challenge/ORTOP headquarters regarding dates and new information.

## **III. Timeliness**

1. Returns requests for information by the date and time specified.
2. Attends all meetings as required; attends in a prompt manner and remains throughout the meeting.
3. Arrives on time and works scheduled hours.
4. Notifies the Superintendent and building principal in the event of illness.

5. Promptly informs the Superintendent of problems that need attention.

**IV. Student Discipline/Activity Management**

1. Enforces all rules of Monroe School District.
2. Maintains control of students.
3. Supervises the playing area or dressing rooms until all participants have left the area.
4. Is responsible for the personal and professional appearance of each student involved in the particular event during practice and event days.
5. Works cooperatively with other staff in scheduling practice times and events.

**Physical Qualifications:** 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. If this position is shared between campuses, driving may be necessary. Employee may use hands for repetitive single grasping, pushing/pulling, and fine manipulation.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand, walk, stoop, kneel, crouch, bend, twist, or climb. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

The employee must frequently lift, carry, and/or move up to 25 pounds, and occasionally lift, carry, and/or move up to 50 pounds.

**Terms of Employment:**

Wage and benefits are as outlined and agreed to with the Monroe School District #1J Board of Directors.

**Mandatory Child Abuse Reporting:**

As mandatory reporters (ORS 419b.010) all employees are required to immediately report to Law Enforcement and/or Department of Human Services any instance of suspected child abuse.

**Evaluation:**

Performance of this position will be evaluated annually.

Reviewed by: \_\_\_\_\_

Date: \_\_\_\_\_