Cape Elizabeth High School SCIENCE TEAM ADVISOR

QUALIFICATIONS:

I. Hold a valid State of Maine Criminal History Records Check Approval.

II. CEHS teacher or staff member strongly preferred.

III. An adult with strong organizational and communications skills who is familiar with and able to effectively instruct approximately 10-25 team participants so that they develop their science and problem solving skills and who is able to inspire them to work effectively together in a fun, competitive environment that tests students' science and problem solving skills and ability to perform problem effectively and creatively under pressure.

REPORTS TO: Building Principal or Assistant Principal

SUPERVISES:

Group of 10-25 individual student team members from grades 9-12 during science competitions as the school budget permits including the Maine Science Olympiad at a minimum and additional, usually monthly North Shore Science League competitions..

JOB GOAL:

To reinforce and extend science skills and knowledge in physics, chemistry, biology, earth science, astronomy, environmental science, and engineering that are taught in CEHS's science classrooms. The advisor also develops students' abilities to apply those skills in an environment that requires students to analyze challenging problems, selecting an appropriate problem-solving approach when some problems can be approached and solved in a variety of ways. Some events require students to solve knowledge and hands-on problems in an improvised way when they are confronted with problems for the first time at competitions. Participation in the science team should be both fun and competitive, reinforcing science and problem solving skills and, just as significantly, developing students' thinking and creative, problem solving abilities that will benefit them in their lives beyond high school and outside of science.

PROFESSIONAL RESPONSIBILITIES:

I. To prepare and oversee the Science team budget.

II. To coordinate and instruct students during regular (usually every other week or monthly, depending on the time of year, with more frequent meetings usually required before the Maine Science Olympiad) meetings.

III. To assign individual students to appropriate roles in the various categories of competition depending on the coach's assessment of the individual students' strengths and interests, balancing the twin goals of individual skill development and team competitiveness.

IV. To act as an ambassador for the team to other CEHS science teachers, encouraging them to encourage students to participate in science team competitions.

V. To attend league and state meetings, as appropriate and needed, concerning the Maine Science Olympiad and North Shore Science League competitions.

VI. To devise and share proposals for the problems to be included in North Shore Science League competitions, as expected and based on the needs of the league.

VII. To adjust roles and responsibilities as student skills develop and in light of external factors such as issues of ineligibility and student discipline and student inability to attend certain science team events.

VIII. To arrange and coordinate the logistics (travel, permission forms, communication, etc.) associated with attendance at science competitions.

IX. To communicate clearly, as necessary, with parents/guardians and with other members of the staff (custodians, community services, teachers, etc.) concerning issues connected to the team.

X. Other duties assigned by the Principal.

TERMS OF EMPLOYMENT:

Twelve months per year with compensation in accordance with the fee structure of the negotiated Cape Elizabeth Education Association agreement.

EVALUATION:

The basis of the evaluation will be the extent to which the performance responsibilities of the job are successfully handled and the extent to which yearly action plans and job goals are met. The Principal or Assistant Principal will perform the evaluation.

NOTE:

The above job description reflects the general requirements necessary to describe the principal functions or responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at present or in the future.

Approved: November 9, 2010

Revision #2
Created 25 January 2024 18:59:10
Updated 11 July 2025 14:12:22 by Andrea Fuller