

SCHOOL DISTRICT OF TOMAHAWK

Spelling and Geography Bees – Position Description

In order to accomplish the goals of either of these positions the candidate(s) must:

- Organize classroom materials (competition registration, word study lists, geography study materials, related bee prep., etc.);
- Meet with finalists to hold practice runs;
- Communicate with parents of finalists;
- Schedule in-school competitions (room, materials needed, judges, etc.);
- Assign judges;
- Design classroom competition to find qualified candidates for the school-wide bees;
- Attend regional and state spelling/geography bees as needed (dependent upon state qualifier);
- Prepare news release;
- Keep records of events and results for future use;
- Perform other reasonable job duties as assigned related to the bees; and
- Communicate structure/design of the bees with teaching staff.

Recommendation for Above Pay per Position: ***\$ 500.00/yr.***
OR if Combined Positions: ***\$1,000.00/yr.***