

# BALTIMORE COUNTY PUBLIC SCHOOLS

## Extra Duty Activity (EDA)

<b>Name of EDA:</b> Science, Technology, Engineering, and Mathematics Fair Coordinator
<b>School Level:</b> Elementary

**Description of Activity:** The purpose of the Science, Technology, Engineering, and Mathematics (STEM) Fair is to improve student achievement in science and math. The STEM Fair engages students in developing and designing solutions to real-world problems through the use of the scientific method. The real-world learning process of the scientific method empowers students to further question, problem-solve, and identify career options. Through this process, students are encouraged to consider their impact on the world around them and to become positive members of society. Participation in a STEM Fair: provides students with the opportunity to improve their time-management, organizational, writing, and math skills; fosters further inquiry into scientific concepts and processes; and improves social skills as students present their projects.

Under the direction of the principal, the STEM Fair sponsor plans, supervises, and conducts a variety of STEM Fair related activities and events. The sponsor assists students with their projects, provides resources to science teachers, and communicates with parents about the STEM Fair. The sponsor must: have an in-depth knowledge of the scientific method and be able to write research reports; possess excellent organizational, and oral and written communication skills. The sponsor must have a flexible schedule and be able to commit to after-school, weekend, and evening events.

**Link to the Blueprint for Progress:** The STEM Fair sponsor supports the school system’s mission to provide a quality education for all students. The role of the STEM Fair sponsor supports the *Blueprint’s*: Performance Goal 1, Indicators 1.1, 1.2, 1.3, 1.4, 1.5, 1.8, 1.10, and 1.12; Performance Goal 2, Indicators 2.1 and 2.2; Performance Goal 5, Indicators 5.1 and 5.3; and Performance Goal 6, Indicators 6.1, 6.3, 6.4, and 6.5.

<b>Examples of Specific Duties of this EDA Sponsor</b>	<b>Estimated Hours</b>
Preparation and Planning <ul style="list-style-type: none"> <li>• Chooses date and location for the STEM Fair</li> <li>• Makes arrangements with school administration (e.g., place date on master calendar, arrange for building service worker coverage)</li> <li>• Develops floor plan for displaying projects and organizes set-up/break-down for fair</li> <li>• Prepares and distributes information to students and parents (e.g., announcements, procedure packets, and invitations to the STEM Fair)</li> <li>• Publicizes the fair in school newsletter</li> <li>• Monitors completion of projects</li> <li>• Copies, distributes, and organizes application forms and permission slips</li> </ul>	15 – 20

- Orders supplies (e.g., display boards, awards, certificates, refreshments, and gifts for judges)
- Secures school judges (e.g., prepares invitations, judges' packets, thank-you notes)
- Announces winners in newsletters and local papers

Meetings 20 – 25

- Meets regularly to assist students with project design and implementation
- Meets with science teachers to discuss expectations, events, timeline, and housekeeping activities
- Attends STEM Fair planning meetings with administrators
- Attends county STEM Fair planning and elementary science meetings

Other EDA Duties 28 – 72

- Develops STEM Fair PowerPoint presentations
- Purchases and sets-up refreshments for meetings and events
- Monitors project safety at the event
- Provides support for students at countywide STEM Fair
- Assists students and teachers with the development of projects
- Serves as liaison between the local school and Office of Science Pre K – 12
- Participates in an E-community for STEM Fair sponsors

**Estimated Annual Hours that a Teacher Might Spend to Sponsor this EDA: 65 – 120**

**Minimum Number of Students Required:** All 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> grade students.

**Annual Compensation**

STEM Fair Coordinator is a Level I and Level II activity.