

Tulare County Office of Education

Tim A. Hire, County Superintendent of Schools

Student Event Volunteer Job Descriptions

- **Set Up, Clean Up** - When assigned to work set up or clean up; you will help either set up the event or clean up the event.
- **Registration** - When assigned to work registration, you will be checking in students, schools or presenters and giving specific instructions about the event they are attending and how they are to participate.
- **Directional Greeter** - When assigned to work as a directional greeter, you will be placed strategically throughout the event to help students, parents, or participants make their way to the proper locations during the event.
- **Room Monitor** - As a Room Monitor, you will be placed outside of a testing room and your job will be to make sure that no one opens the door while the test is in progress and that the hallways stay clear and quiet.
- **Event Staff Support** - Monitor and supervise various event challenges including scoring and test proctoring.
- **Test Proctor** - As a Test Proctor, you will be teamed up with another community member to administer multiple-choice tests to a classroom of students, monitor test room conduct, and distribute/collect testing materials. Proctors must be objective and professional, able to clearly read directions aloud, and follow specific testing procedures. All proctors will attend a brief orientation on the morning of the event:
- **Judge** - As a Judge, you will perform different tasks depending on the event.
 - **Academic Decathlon:**
 - As an Academic Decathlon Judge you will be assigned to judge either Interviews or Speeches. You will be placed on a panel with other community members to interview students (similar to a job interview) or listen to student speeches and evaluate them using guidelines and scoring forms provided. All judges attend a brief orientation on the morning of the event.
 - **CyberQuest:**
 - As a CyberQuest Judge, you will be placed on a panel with other community members to view students' presentations and evaluate those using guidelines and scoring forms provided. All judges attend a brief orientation on the morning of the event.
 - **National History Day:**
 - As a National History Day Judge, you will be placed on a panel with other community members to examine bibliographies, process papers and watch a group performance as well as interview the students and evaluate those using guidelines and scoring forms provided. All judges attend a brief orientation on the morning of the event.
 - **STEAM Expo & Science and Engineering Fair:**
 - As a Science Fair Judge, you will be placed on a panel with other community members to view and score student projects using guidelines and scoring forms provided. All judges attend a brief orientation on the morning of the event.