

## PSIA Job Descriptions

These are simple descriptions and are not meant to replace the directions in the packet. I've done these so that schools will have an idea of the job requirements.

### Director for all contests:

Pick up the packet from the tab room 30 minutes before the contest.

Read instructions.

Run the contest. See instructions below if you are directing spelling or a speech event.

If it's a contest to be graded, I put the same school that's doing the directing as Grader 1 and Verification.

Report results to District Director or Tab Room (writing)

### Verification for all contests (**should be the Director**):

Show up at the room for Verification (second room listed)

Pass out tests, answer sheets, and answer keys.

Students and one adult have 15 minutes to look over their tests. They cannot have a pencil or call anyone.

They may not remove any materials from the room.

### Storytelling director:

Pick up the packet from the tab room.

Read instructions.

Send the judges out.

Call roll.

Read the stories to the students.

Bring the judges back in and take all students out except student #1

Send students in one at a time to tell the story. They speak in the order on the roster.

Help tab judges' results at the end.

Report results to District Director.

### Spelling Director:

Pick up your packet early so that you can check rules and pronunciation of words. Do not let any students see the words. You can do this and then leave the packet in the tab room. The director needs to speak clearly.

### Impromptu/Prose/Modern Oratory Director

- Pick up the packet from the tab room.
- Read instructions.

- Prose director will check documentation. That information will be in the packet and is on the PSIA website.
- Students will speak in the order on the roster. Director will be the timekeeper. Hold up 30 second warning with 30 seconds left. Stop student when time is up.
- Help tab judges' results at the end.
- Report results to District Director.

### **Graders of Math, Maps, Vocab, Listening, Dictionary, Science**

- It's all multiple choice grading with a +5 -2 format.

### **Graders of Number Sense, Calculator, Art Memory, and Music Memory**

- There are specific grading rules which the contest director will have in the packet.

### **Creative and Ready Writing Judges**

- These people should be familiar with writing but should not be teachers of writing in the grade they are grading. There are guidelines and comment sheets. Qualified parents may judge writing, but cannot judge their own children. Teachers cannot judge students that they have coached.

### **Storytelling judges:**

- Students will be told a story that you will not hear. They will take turns retelling that story to you. Little details do not matter. There are guidelines and comment sheets. **Please make sure that parents, coaches, and teachers are not judging their own students!** (Yes, it's happened before)

### **Prose judges:**

Students will take turns reading prose. There are guidelines and comment sheets. **Please make sure that parents, coaches, and teachers are not judging their own students!**

### **Impromptu and Modern Oratory judges**

Judge these two speaking contests. There are guidelines and comment sheets. **Please make sure that parents, coaches, and teachers are not judging their own students!**

### **On-Site Drawing Director**

Could be an art teacher, but not completely necessary.

Pass out papers and make sure students are not using oil or anything requiring water.

Report results to District Director.

### **On-Site Drawing Judges**

We need qualified judges. Your art teacher may judge. They cannot be anywhere near the room during the contest. If you have parents with an art background whose children are not in On-Site Drawing, they make good judges.

### **Assistant Directors**

Help director and help monitor the room. In storytelling, be the person who stands in the hall with the students who are waiting to speak and who have already spoken so that the director can be in the room. In Prose 4 and 5, there may be students arriving late from Ready Writing that have requested late speaking positions. You will need to be at the door to let them in between speeches and to help the director check their documentation.

### **Hall Monitors**

Work for 1 – 2 hours making sure that the halls are quiet and clear. This includes being able to ask students and parents not to talk! Students who are just hanging around will need to be asked to clear the hall and return to the gym. It's more than just walking around with a sign.