

Tri-County Area School District
Plainfield WI 4966

Job Description

JD CC 224

Updated: September 2009

Position Title: Quiz Bowl Advisor- High School

Qualifications:

- Licensed and certified teacher, administrator, or counselor as required by the Department of Public Instruction.
- Ability to work with students.
- Ability to accept directions and constructive criticism from supervisors.
- Ability to follow work rules and procedures.

Immediate Supervisor: Building Principal or District Administrator

Position Function:

Promote, select, and assist students desiring to compete on the Quiz Bowl team serving as a coach, mentor and advisor to the students on a continuing basis while students are preparing for the competition.

Specific Responsibilities:

1. Publicize to the student body the availability of Quiz Bowl competition, meet with the students, explain the procedures, rules, and student responsibility toward the program.
2. Select students for the Quiz Bowl teams.
3. Select and distribute to the students the required study materials for the competitions.
4. Arrange practice sessions for the students and serve as a coach and teacher at the practices.
5. Arrange for competition by contacting other conference schools for competition.
6. Publicize competition results/team scores to the public and student body.
7. Recognize student success and participation in the Quiz Bowl program yearly through awards.
8. Arrange for quiz bowl judges and other meet workers for home meets.
9. Chaperone all Quiz Bowl meets away or at home.

Evaluation: Performance of this job will be evaluated in accordance with the Board's policy on employee evaluation. Evaluation is done by the building principal.