

Job Description

JD CC 228
Updated: September 2009

Position Title: **Spelling Coach/Advisor-Middle School (5-8)**

Qualifications:

- Ability to relate with students.
- Ability to work well with staff and other school employees.
- Ability to accept criticism and directions from supervisors.
- Ability to follow work rules and procedures.
- Minimum of a high school diploma.

Immediate Supervisor: Building Principals or District Administrator

Position Function:

Work with students and teachers to implement the district-wide spelling bee competition for the students of the school district yearly.

Specific Responsibilities:

- Select the date(s) for the spelling bee local competition by consulting with teachers and the building principals.
- Establish a process for selecting students from within the student body.
- Meet with all the participants to distribute rules of the competition, list of the words to be used in the competition and study guides for the students to use as a means of practicing for the competition.
- Communicate with the parents of the participants informing them of their child's interest in the spelling bee competition and invite them to attend the competitions when they are held.
- Purchase the necessary awards for the participants.
- Work with students to make sure they are practicing and preparing for the spelling bee competition.
- Register the students for the spelling bee competition with CESA #5, making sure all entrance fees are paid.
- Correspond with parents on transportation of the students to the out of district spelling bee competitions.
- Serve as a spelling bee event manager by hosting spelling bee competitions as may be requested or desired and coordinate the specifics of the competition as may be needed to host a successful event.

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