

Job Description

JD CC 212
Updated September 2009

Position Title: **Forensics Coach - High School**

Qualifications:

- . Licensed and certified teacher, administrator, or counselor as required by the Department of Public Instruction, or a non-certified individual with special skills related to public speaking and acting.
- . Ability to relate with students.
- . Ability to coordinate, organize and work well with students, parents, staff, administration, and other coaches.
- . Ability to accept constructive criticism and direction from supervisors.
- . Ability to follow work rules and procedures.

Immediate Supervisor: Building Principal or District Administrator

Position Function:

Provide students with learning experiences in public speaking and acting through organized competitive intra-school and inter-school activities.

Specific Responsibilities:

1. Recruit students to the forensics program.
2. Assist students in selecting a category of forensics competition.
3. Assist the students in locating materials for competition.
4. Establish practice schedules to meet with each student individually or in small groups to mentor and coach and schedule full team meetings as needed to disseminate information and strategies.
5. Arrange for competition matches within the school and with other school districts.
6. Attend all competitive meets home and away to supervise, coach, and mentor the students.

7. Host competitive meets as may be needed, recruit and arrange for all certified judges, arrange for payment of the judges, arrange for needed equipment and supplies for home meets.
8. Arrange for transportation to away forensic meets and arrange for the supervision of students on the bus to meets.
9. Correspond with other forensic coaches to develop a forensics schedule for the season, discuss rules and procedures and other items for the effective operation of forensics meets.
10. Prepare and submit a yearly forensics budget for school board approval.
11. Provide for the publicity of the forensics program district wide.
12. Recognize the student achievement with awards, correspondence with parents and news media, and through team meetings, as appropriate.
13. Maintain records of student participation and provide for the safe keeping of materials and equipment for the forensics program.
14. Work with the building principal to coordinate all aspects of the program and with the Supervisor of Buildings and Grounds for facility usage.

Evaluation: Performance of this job will be evaluated with provisions of the Board's policy on evaluations of employees. Evaluation is done by the building principal.