

Job Description

JD CC 213

Updated September 2009

Position Title: **Forensics - Assistant Coach**

Qualifications:

- Licensed and certified teacher, administrator, or counselor as required by the Department of Public Instruction, or other interested adult with forensic skills that assist forensic students to be competitive.
- 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: Forensics Coach, 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:

- Assist in the recruitment of students to the forensics program.
- Assist students in selecting a category of forensics competition.
- Assist the students in locating materials for competition.
- Assist with practice by meeting with students individually to mentor and coach.
- Attend all competitive meets home and away to supervise, coach, and mentor the students.
- Assist with the recruitment of certified judges.
- Assist with arranging for needed equipment and supplies for home meets.
- Assist with arranging for transportation to away forensic meets.
- Assist with the supervision of students at all home and away meets.
- Assist with publicity of the forensics program district-wide.
- Assist with recognizing student achievement with awards, correspondence to parents, news media, and through regularly scheduled team meetings.
- Assist with the record keeping of student participation.
- Assist with providing for the safe keeping of materials and equipment for the forensics program.

Evaluation: Performance of this job will be evaluated with provisions of the Board's policy on evaluations of employees. Evaluation is done by the 7-12 principal.