

## Job Description

JD CC 214  
Updated September 2009

**Position Title:**           **Forensics Coach - Grades 7 & 8**

### Qualifications:

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

**Immediate Supervisor:**           Building Principal or District Administrator

### Position Function:

Provide coaching, mentoring, guidance and supervision to Middle School students involved in forensics so that each student's involvement in public speaking and acting is a positive learning experience.

### Specific Responsibilities:

1. Maintain a file of forensics materials for student participants.
2. Assist students in selecting materials and in picking the best suitable part for the student.
3. Establish an intra-school and inter-school forensics meet schedule for competition.
4. Obtain certified judges and other workers for home forensic meets, and arrange for payment of services rendered.
5. Establish practice schedules to meet with students individually and as a team, when appropriate, to coach in the proper techniques of speaking and acting and to provide information as needed.
6. Recruit students into the junior high forensics program by publicizing the program within school and with parents.
7. Establish contact with other forensic coaches in other schools to arrange for forensic meets, establish rules, and procedures.
8. Arrange for transportation to away meets and notify parents of departure and return times for the bus.
9. Prepare and submit a yearly budget for supplies, equipment, judge's fees and other related costs.

10. Attend all scheduled practices and supervise students during practices, on the bus and at home and away meets.
11. Recognize student achievement through awards, publicity in the news media, and letters to parents.
12. Work closely with the building principal to coordinate all aspects of the program and with the director of building and grounds for facility usage.

**Evaluation:** Performance of this job will be evaluated within provisions of the Board's policy on employee evaluation. Evaluation is to be done by the building principal.