

Kalamazoo Public Schools

Every child. Every opportunity. Every time.

December 6, 2021

**Forensics Coach
Loy Norrix High School
10-month, Part-time**

Scope of Responsibilities

Responsible for all aspects of administration, operations, and coaching of the competitive debate team.

Performance Responsibilities

1. Designs and conducts recruitment/outreach programs to attract new forensics team members.
2. Maintains appropriate confidentiality.
3. Selects, organizes, and publishes a schedule of competition.
4. Provides individual and group instruction in preparation for tournament competition.
5. Establishes performance requirements, enforces academic requirements, and verifies each student's eligibility to participate in forensic/debate activities.
6. Organizes and implements forensics trips in accordance with district policy and regulations as well as student interest and ability.
7. Arranges transportation, lodging, and meals for tournaments.
8. Maintains the integrity and reputation of KPS in the forensic community by teaching and modeling integrity, commitment, and diligence.
9. Meets with building principal to review goals for the forensics team.
10. Submits to building principal, upon request, a year-end report including the following:
 - a. List of participants
 - b. Awards and honors received
 - c. Summary of activities
 - d. Recommendations for improvements.
11. Ensures the safety of students by adhering to both team and general school rules and regulations while on Kalamazoo Public Schools premises and while traveling.
12. Organizes and conducts auditions for the forensics tournaments when appropriate; informs administration and participants of final selections.
13. Controls the storage and use of school-owned equipment and materials; makes minor adjustments, and requests repairs to equipment as required. Maintains an accurate inventory of school-owned equipment and materials.
14. Submits budget needs annually to the principal in accordance with established timelines and guidelines.
15. Orders all supplies and materials necessary for forensics-related activities in accordance with established district procedures and budget allocations.
16. Plans and uses appropriate instructional and learning strategies, activities, materials, and equipment that reflect understanding of the learning styles and needs of students assigned.
17. Creates an environment conducive to learning and appropriate for the physical, social, and emotional development of students.

18. Other duties as assigned by the principal or other administrative staff.
19. Establishes and maintains effective working relationships; demonstrates a commitment to teamwork.

Minimum Qualifications

1. Demonstrates expertise in knowledge and teaching of Forensics.
2. Minimum three years of successful experience working with children and families in an urban educational setting and diverse/multi-cultural setting.
3. Any equivalent combination of experience and training that provides the required knowledge, skills, and abilities to perform the essential functions of the position.
4. Strong communication, public relation, and interpersonal skills.
5. Ability to write reports and correspondence consistent with the duties of this position.
6. Ability to communicate clearly and concisely both in oral and written form using a variety of communication techniques and tools to ensure the appropriate flow of information, collaborative efforts, and feedback.
7. Ability to read, analyze, and interpret information.
8. Ability to effectively present information and respond to questions, inquiries, and/or complaints.
9. Displays courtesy, tact, and respect when dealing with others.
10. Ability to perform basic math using whole numbers, common fractions, and decimals consistent with the duties of this position.
11. Ability to identify and define problems, collect, and analyze data, establish facts, and draw valid conclusions.
12. Ability to learn and utilize office equipment, computers, and software especially as systems are upgraded.
13. Ability to react well under pressure, handle, and balance multiple demands at one time, work with frequent interruptions and perform duties and tasks at expected levels of professionalism.
14. Ability to work independently with minimum supervision.
15. Regularly required to stand, walk, sit, and talk or hear. The demands of an extended workday (tournaments, events, etc.) require a high level of physical endurance.
16. In-district and out-of-town travel required as necessary for training and/or to carry out duties and responsibilities.

Please apply online at www.kpsjobs.com
Position will be posted until filled.

Kalamazoo Public Schools is an Equal Opportunity Employer.