



## Job Description

**Job Title:** Debate/Declam Director  
**Department:** Athletic Department  
**Reports To:** Activities Director  
**FLSA Status:** Exempt

### **General Statement of Duties**

The fundamental reason this classification exists is to develop, coordinate, and supervise the Debate and Declam (Oral Interpretation) program. The Debate/Declam Director will work independently with individuals or groups of students.

### **Essential Duties and Responsibilities**

- Strive to achieve the district's mission, instructional goals, and objectives.
- Conduct practices. Prepare students for competitions.
- Encourage speech class students to participate in forensics.
- Arrange entries for forensic tournaments.
- Work in collaboration with Activities Director to coordinate travel to events.
- Coordinate and supervise debate/oral interpretation tournaments hosted by the district.
- Oversee expenditures for the debate/oral interpretation program. Manage the National Forensic League budget.
- Provide coaching supplements to classroom activities.
- Order, store, and inventory materials, equipment, and supplies. Responsible for the issuing, care, and storage of inventory.
- Act as a liaison for the community news media.
- Serve as a committee member for various regional and statewide professional organizations.
- Supervise all club projects.
- Work in collaboration with students to prioritize and assign tasks accordingly. Ensure time is used efficiently. Responsible for the supervision of students.
- Assist students in the selection of debate material
- Encourage students to set and maintain standards of appropriate behavior.
- Assist in preparing workshops.
- Ensure compliance with SDHSAA rules and regulations.
- Attend meetings, training, and seminars as deemed appropriate and necessary by the district.
- Compose, type, and maintain routine correspondence, reports, assessments, and various other materials and projects. Submit reports and documents as deemed necessary.
- Work directly with highly sensitive student information. Maintain confidentiality of work related information.
- Perform duties in compliance with safety standards established by the district.

- Due to the nature of the duties and to promote the efficient operations of the district, it is necessary for the employee to work the assigned and scheduled shifts.
- Perform other duties as deemed appropriate and necessary.

### **Minimum Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

### **Education and Experience**

- Bachelor's degree in education preferred.
- Coaching experience preferred.

### **Skills and Abilities**

- Ability to work well with students, public entities, educational professionals, etc.
- Work under pressure to meet tight time schedules and deadlines, and handle significant problems and tasks, which come up simultaneously or unexpectedly.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to write routine reports and correspondence.
- Ability to speak effectively before groups of students or employees of the organization.
- Ability to use basic math skills.
- Ability to solve practical problems and deal with a variety of variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, verbal, diagram, or schedule form.
- Ability to define problems, collect data, establish facts, draw valid conclusions, etc.

### **Certificates, Licenses, Examinations**

- Attendance at a SDHSAA rules meeting.
- Evidence that a criminal record history check and required physical examination have been conducted in accordance with SDCL.
- Successful completion of written tests and/or verbal interviews.
- Other such examinations as deemed necessary by district.

### **Physical Demands and Environmental Conditions**

The physical demands and environmental conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job:

- The employee is regularly required to communicate.
- The employee is frequently required to stand; walk; reach with hands and arms; and stoop, kneel, crouch, or crawl.
- The employee must occasionally lift and/or move up to 40 pounds.
- The employee is subject to extended working hours outside of the "regular" workday, week, and calendar year.
- The employee is subject to possible exposure to communicable and blood-borne diseases.
- The noise level in the work environment varies.

### **Performance Evaluation**

Performance of this position will be evaluated by the supervisor in accordance with the provisions of the applicable Meade School District Negotiated Agreement.

**Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.**