

Speech and Debate Assistant

Job Description

Reports to: Assistant Principal

Building: Munster High School

Evaluated by: Assistant Principal

Evaluation period: Annual

Qualifications:

Projects a positive attitude and establishes rapport with students
Knowledge of competitive Speech and Debate

Purpose of the Position:

To work with members of the speech and debate team to prepare them for various competitions.

Responsibilities:

- Teaches the students the basic, intermediate, and advanced skills needed for each assigned speech and debate category
- Coaches students after school unless alternate arrangements are made with the Director
- Interacts with the students in a positive and effective manner at all times; for example, talks with students between rounds at meets, eats meals with them
- Serves as an elected or appointed member of any state, district, or local board or committee to further the interest of speech and debate at Munster
- Presents programs, upon request, for training new coaches at the state, district, or local level
- Interacts positively with coaches from other programs for the good of speech and debate activities in Munster and at the state level
- Acts as a mentor for a new coach if requested by the state council
- Represents the team at board meetings and community meetings upon request
- Assists in arranging programs for community organizations, television, or radio
- Assists in developing publicity for the team and responds to requests for interviews and pictures from community publications
- Attends to parental concerns in regard to the program
- Assists in training parents to be judges at meets
- Helps solicit monetary contributions for the program including fundraising activities
- Completes tasks assigned by the Director in preparation for and at the Chicken Barbecue Dinner
- Recruits students who are recommended for the team
- Helps to obtain necessary pledges, permission slips, and liability waivers
- Attends assigned Speech Council Meetings
- Helps organize and attends fall call-out and organizational team meetings
- Attends the DSA/IHSFA Coaches' Clinic
- Researches and orders new material appropriate to the events he/she coaches
- Provides support and leadership for all team members throughout the year
- Helps plan and execute all paper work necessary for students and judges to function effectively at speech and debate meets

- Keeps accurate record of individual results and meet results for the purposes of publicity, evaluation, and National Forensic League records
- Helps with organizational and housekeeping duties (filing materials, eliminating old files, etc.)
- Attends all coaches meets as assigned by the Director
- Assists with the recording and filing of all National Forensic League points earned by Munster students
- Helps secure judges for each meet
- Assists with the coordination and supervision of social activities of the team
- Submits requisitions correctly and completely for needed materials and for judges' payments
- Writes publicity releases about student and team results
- Chaperones students carefully and effectively at all times; for example, monitors students' actions in hotels and fulfills curfew watch duties
- Helps prepare students for and supervise students at the National Speech Tournament
- Works the required number of hours and weeks unless excused by the Director
- Performs any other task assigned by the school administration

Qualification Requirements:

School Town of Munster faculty or staff are preferred.

Length of Addendum Position

August through June

Terms of Employment:

Salary determined by addendum schedule within the teacher Collective Bargaining Agreement.

Addendum salary: \$5,408 for a full position

\$2,704 for half of a position

The employee shall remain free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the Corporation