



Elementary Spell Bowl Coach

Job Description

Reports to: Principal

Location: Elementary Schools

Evaluated by: Principal

Evaluation period: Annual

Purpose of Position: The Elementary Spell Bowl Coach will prepare students that have been identified through a try-out spelling test to compete regionally once a year and practice weekly as scheduled by the coach. The coach will coordinate all practices and supervise students for all competitions. The coach ensures that students positively represent the School Town of Munster.

Responsibilities and Duties:

- Schedules try-outs and practices.
- Follows the coaches guidelines as described in the IASP Coaches handbook:
<http://www.iasp.org/pdf/coachhandbookspell.pdf>
- Meets with students to prepare for competitions. Schedule to be determined in collaboration with the building principal.
- Coordinates all activities associated with competition including but not limited to registration, try-outs, practices, transportation, supervision, and communication with parents.
- Reports competition results to the state and to the principal.
- Interacts with the students in a positive and effective manner at all times.
- Supervises students at all practices and competitions.
- Performs any other duties assigned by the school administration

Education and/or Experience:

School Town of Munster faculty or staff are preferred.

Communication Skills:

Ability to speak effectively with staff, students and parents.

Other Skills and Abilities:

Operations of computer hardware and software and peripherals.

Length of Addendum Position:

August through February

Terms of Employment:

One position for each elementary school

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

Addendum salary: \$551

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