

# Head Speech Coach Job Description

**TITLE:** Head Speech Coach

**APPOINTMENT:** Sponsors shall be appointed annually upon the recommendation of the Activity Director to the Principal.

**PRIMARY SUPERVISOR:** Student Activities Director, Asst. Student Activities Director, Asst. Principal over Student Activities, Building Principal.

**QUALIFICATIONS:**

1. Shall demonstrate the ability to work effectively with students, peers and adults.
2. Shall demonstrate the ability to communicate effectively with students, parents and faculty.
3. Shall hold all certificates required by law.

**PHYSICAL QUALIFICATIONS:** Shall have the ability to sit, stoop, and possibly lift up to 50 pounds or more, any and all body movements as related to the job description.

**JOB GOAL:** To provide all students the opportunity to participate in the educational and occupational opportunities available; to follow the policies and regulations established by the school district.

**Essential Functions:**

- Stays informed on rules, procedures and judging standards for speech events
- Obtains necessary permission, insurance and school participation forms and fees from students
- Sets practice/behavior standards required for students to enter tournaments
- Meets with students on a regular basis (minimum of twice per week during school year)
- Books tournament travel arrangements, including transportation and lodging
- Coordinates student and judge entry, and supervise and judge at weekend and evening tournaments
- Records NSDA points, develop honor society protocols to recognize participation and achievement
- Supervise team members at a minimum of 2 concession dates for fundraising to support the program
- Promotes the program in the community through media engagement
- Teaches students theories and skills underlying the various competition events
- Facilitates acquisition of literary material and research information for speeches
- Reads students' speeches, cases and literary pieces to assess for coherent and convincing messages
- Conducts practices and drills to reinforce and assess skill development

- Reviews judge evaluations and motivate students to constantly improve
- Nurtures beginning students while challenging experienced students
- Encourages community service speaking opportunities to apply forensic skills in life and careers
- Continuously assesses strengths and weaknesses of the program to improve it from year to year

**Goals of the Club:**

To develop a competitive speech team from a large group of students of diverse backgrounds.

**Calendar:** August through May