

Thornwood Scholastic Bowl

JOB DESCRIPTION

JOB TITLE:	<u>Head Scholastic Bowl Coach</u>
QUALIFICATIONS:	Qualified to coach Scholastic Bowl per IHSA by-laws
REPORTS TO:	Activities Director or Building Principal
SUPERVISES:	Scholastic Bowl Team and Assistant Coach
TERMS OF EMPLOYMENT:	Annual contract or Agreement
EVALUATION:	Annually by activities director or building principal

BASIC RESPONSIBILITY:

The Scholastic Bowl Coach is responsible for advising and overseeing the activities, practices and competitions of the Illinois High School Association and the Southwest Suburban Conference. The Scholastic Bowl Team promotes academic excellence and performance by students. The Scholastic Bowl Team is an organization that provides students with the opportunity to be recognized for achievements and contributions to their school and community.

DUTIES:

1. Duties and Responsibilities

- a. Develops a program schedule and outline of activities. Coordinates activities with the school calendar and submits all building usage requests.
- b. Schedules practices for the season and submits to Director of Activities.
- c. Assists the Director of Activities in scheduling matches.
- d. Supervise the Scholastic Bowl Team activities, practices and competitions.
- e. Schedules and supervises a pre and post-season meeting.
- f. Ensures knowledge in and follows the guidelines of the IHSA and SWSC.
- g. Ensures that selection of team members follows the guidelines of District 204, the SWSC and the IHSA.
- h. Ensures that members understand the expectations of the Scholastic Bowl Team, represent academic excellence with the school, and serve as good role models for the student body.
- i. Adhere to all field trip/transportation procedures for activities /practices / competitions and supervises participation during trips.
- j. Provides for the safety of students, facilities, and equipment while conducting all activities/practices/competitions.
- k. Evaluates Scholastic Bowl outcomes and develops and implements improvements.
- l. Organize, supervise, and conduct fund-raising as required to support the Scholastic Bowl team.
- m. Maintain financial records of expenses and fundraisers.
- n. Maintains Scholastic Bowl Team records.
- o. Ensure that all participants are registered online and rosters are submitted to the Activities Director.
- p. Maintain the IHSA schools center site.
- q. Evaluate the assistant coach.
- r. Submit check requests when needed to District Activities Director.
- s. Interview assistant coaching candidates and select the assistant.
- t. Recruit team members and maintain a complete roster for all levels.

2. Events

- a. Attend and participate in all Conference functions.
- b. Participate in Conference, IHSA State Series Events.
- c. Attend a pre-season Activities meeting with Director of Activities.
- d. Host a post-season awards program.
- e. Meet with activities director and/or principal as needed.

3. Communication

- a. Maintains the Scholastic Bowl Team page of the website.
- b. Provide information and results to the Director of Activities.
- c. Consults with parents as needed.

4. Additional responsibilities include:

1. Attend additional meetings with the Activities Director and Assistant which may include evaluations
2. Organize, supervise, and conduct school wide events as required to support the Scholastic Bowl Team.