

Hutchinson Public Schools Job Description

Job Title: HHS Forensics
Department: Supplemental
Reports To: Building Principal, Activities Director
FLSA Status: Exempt
Prepared By: Human Resources
Prepared Date: May 1, 2006
Approved By: Board of Education
Updated: April 25, 2011

SUMMARY

Responsible for all areas associated with Forensics.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Include the following. Other duties may be assigned:

School-Term Responsibilities:

- Keep abreast of new knowledge and techniques by attendance at clinics and workshops as approved by District, and reading in his/her field - encourage his/her assistant coach to do same.
- Have understanding knowledge of rules and regulations.
- Effectively prepare students for competition.
- Arrange in advance for transportation for students to competitions.
- Be in regular attendance at practice sessions and contests.
- Conduct himself/herself and his/her teams in an ethical manner during practice and contests.
- Be accountable for all budgetary responsibilities associated with Forensics.
- Perform other assigned tasks or duties as requested and needed.
- Follow all school district rules and regulations.

SUPERVISORY RESPONSIBILITIES

Supervise Assistant Coach, if applicable, and all Forensics teams during practices and competitions.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE and LICENSURE

Four-year college or university degree; current State of Kansas Teaching License.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS

The physical demands 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.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.