Extension of Duty - Debate Director - High School

Purpose Statement
The job of Extension of Duty - Debate Director - High School is done for the purpose/s of coaching students to create a successful debate team that competes in various events throughout the year. The Debate Director is responsible for all aspects of administration, operations and coaching of the competitive high school debate team during the school year and during the summer, as well as preparing and coaching students for District, State and National events.

This job reports to Director of Fine Arts

Essential Functions
- Arranges transportation, lodging and meals for all co-curricular events for the purpose of ensuring all trip necessities are provided.
- Attends all rehearsals and competitions for the purpose of coaching students to their full potential.
- Creates a master schedule for the purpose of ensuring students have knowledge of events and practices.
- Creates an environment conducive to learning for the purpose of developing students physically, socially and emotionally.
- Evaluates students rehearsals and performances for the purpose of giving valuable feedback and critique to the students.
- Manages the equipment for the purpose of making sure all items required for the event are accounted for.
- Manages and coordinates with staff for the purpose of making sure all items required for the event are accounted for.
- Manages and coordinates with Assistant Debate/Speech Directors and staff for the purpose of creating a unified vision of the program.
- Prepares students for District, State, and National competitions, as applicable, for the purpose of setting students up for success, while following MSHSAA guidelines.
- Schedules individual or group sessions for the purpose of providing individualized instruction to enhance student skill level.
- Supervises students at any extra curricular events for the purpose of ensuring proper student behavior in accordance with Board policies.
- Takes all necessary and reasonable precautions for the purpose of protecting students, equipment, materials and facilities.

Other Functions
- Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications
Skills, Knowledge and Abilities
SKILLS are required to satisfactorily perform the functions of the job. Specific skill-based competencies required to adapt to changing work priorities; applying pertinent laws, codes, policies, and/or regulations; coordinating activities with other schools, districts, and/or agencies; facilitating program goals; organizing and communicating information and concepts; and drill technique.

KNOWLEDGE is required to perform basic math. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: equipment used in activity/program; pertinent laws, codes, policies, and/or regulations; relevant professional standards and practices; knowledge of competitive speech and debate.

ABILITY is required to schedule a number of activities, meetings, and/or events. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize a variety of types of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: communicating with persons of varied educational and cultural backgrounds; dealing with frequent interruptions; meeting deadlines and schedules; providing leadership, direction, and team building; providing opportunities for the exchange of ideas; setting priorities; and working extended hours that may include evenings and/or weekends.

Responsibility
Responsibilities include: working under limited supervision following standardized practices and/or methods; directing other persons within a small work unit; operating within a defined budget. Utilization of some resources from other work units is often required to perform the job’s functions. There is a continual opportunity to impact the organization’s services.

Work Environment
The usual and customary methods of performing the job’s functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, and some fine finger dexterity. Generally the job requires 40% sitting, 20% walking, and 40% standing. The job is performed under minimal temperature variations.

Experience: Job-related experience is desired.
Education: Bachelors degree in job-related area.

Equivalency:

Required Testing: Missouri State Teaching Certificate

Continuing Educ. / Training:

Clearances
Criminal Justice Fingerprint/Background Clearance

FLSA Status Approval Date Salary Grade
Exempt 4/19/2021 See Extra Duty Salary Schedule

The purpose and utilization of job descriptions in Liberty Public School District #53 are to ensure the essential functions of each position are articulated in order to create a clear understanding of job expectations for the incumbent while also providing a framework through which the recruiting, hiring, and retaining of employees may be enhanced.