Extra Duty - Debate/Speech Director - Middle School

**Purpose Statement**

The job of Extra Duty - Debate/Speech Director - Middle School is done for the purpose/s of creating a successful debate/speech department that coaches students and competes in various competitions throughout the school year. The Debate/Speech Director is responsible for all aspects of administration, operations and coaching of the competitive middle school speech and debate teams.

This job reports to Director of Fine Arts

**Essential Functions**

- Arranges transportation 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.

- Prepares students for competitions 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 Specific skill based competencies required to satisfactorily perform the functions of the job include: adapting 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 with increasing levels of responsibility is desired.
Education: High school diploma or equivalent.
Equivalency: Knowledge of and experience teaching Debate/Forensics.

Required Testing: 

Certificates and Licenses

Continuing Educ. / Training: 

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status Approval Date Salary Grade
Not Rated 2/5/2020 Extra Duty - N

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.