

Cape Girardeau Public School District No. 63
Job Description

Job Title: Assistant Scholar Bowl Team Coach

Report To: Principal or Designee

Terms of Employment: Stipend and work year to be established by the CGPS Board of Education

Purpose:

To supervise and coordinate competitive teams while providing support to each participating student in achieving a higher level of personal skill, an enhanced appreciation for the value of discipline, teamwork and sportsmanship, and an increased level of self-esteem.

Requirements:

- Education Level: Bachelor's degree with teaching certification
- Experience Desired: Previous work with academic competitions
- Physical Requirements: This position requires constant hand-eye and mind-eye coordination, hearing; intermittent repetitive motions with the wrists, hands and fingers, sitting, walking, talking, and keyboarding. The position requires frequent lifting, bending, stooping, pulling, speaking, turning, grasping and carrying.

Essential Duties and Responsibilities:

Instructional Leadership

- Communicates with student body as to the goals and purposes of the academic competitions and encourages participation in the groups.
- Meets with team members and coaches participants as necessary in preparation for competitions which may be part of the scholar bowl or other local competitions.
- Knows and ensures the implementation of established rules and procedures of the academic competitions.
- Selects individuals to compete in individual or team efforts according to criteria appropriate to or specified by the contest or league.
- Files necessary entry applications and arranges for any registration fees to be paid.
- Initiates any transportation arrangements needed.
- Participates as required as a judge/official during competitions.
- Makes every effort to conduct competitions after school; holds in-school competitions only if required to do so by test regulations.
- Verifies the security of all competitive materials and mails same according to deadlines specified.
- Maintains statistics as necessary and makes determination for awards. Submits budget needs to the principal annually and orders all supplies and materials necessary for activities in accordance with established timelines and guidelines.

- Provides to the principal an accounting of spending at the conclusion of all competitions; accounting will include, but not be limited to the income and outgo of moneys from any fund raising efforts.

Student Management

- Provides supervision of all students involved in the competitions during all times of involvement and oversees penalties for violation of such standards as stipulated by league rules, Board policy and school procedures.
- Maintains necessary team roster attendance forms, eligibility records and similar paperwork and provides information to the principal as requested.

Professional Development

- Participates in continuous study and research, and/or attends relevant conferences and/or workshops to maintain and enhance professional competence in accordance with district guidelines and budget.

School and Community Relations

- Cooperates and shares professionally with other members of the staff.
- Strives to establish cooperative relations and makes a reasonable effort to communicate with parents/community as appropriate.
- Keeps the principal and other relevant audiences informed about the results of the academic competitions

Other Assigned Duties

- Performs other appropriate tasks and assumes such other responsibilities in connection with the advisorship as assigned by the Principal and/or Superintendent

Physical Requirements:

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.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to walk and use hands to handle or feel. The employee is occasionally required to stand; sit; reach with hands and arms; climb or balance and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required. The Board of Education and Administration and/or supervisor have the right to add or change duties at any time.

This job description supersedes all prior job descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position.

Approved by: _____ Date: _____

Reviewed by: _____ Date: _____
Human Resource Coordinator

Revised: August 1, 2013