

Cape Girardeau Public School District No. 63
Job Description

Job Title: Assistant Speech and Debate Sponsor

Report To: Principal or Designee

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

Purpose:

Provide assistance to the Speech and Debate Coach supporting the program's goal of motivating and preparing students to compete at regional/national level. Guide and encourage students to develop and fulfill their academic potential both in the classroom and the speech & debate team; work towards improving the team's performance each year.

Requirements:

- Education Level: Bachelor's degree with teaching certification
- Experience Desired: Previous work with debate
- 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:

- Meets with students outside the regular school day to practice extemporaneous speaking, original oratory, student congress, debate, research, strategize, and prepare for contests.
- Encourages student participation in the activities program.
- Enforces participation rules, field trip and student travel guidelines of the Cape Girardeau School District, school policies and debate team policies.
- Communicates policies and procedures to students and parents.
- Schedules contests in accordance with the school calendar.
- Budgets, arranges transportation, secures motel rooms, hires judges, submits entries, posts schedules, dismisses students following attendance procedures, and publicizes for interscholastic contests in accordance with District policy and procedures.
- Hosts invitational contests and/or assists with contests hosted at other schools.
- Coordinates scheduling with oral interpretation program.
- Supervises, schedules for and communicates with assistant debate coach.

- Maintains safe environment at practices, contests and student travel.
- Orders supplies, purchases resources and maintains equipment.
- Judges extra-curricular contests as needed.
- Cooperates with media, parents and interested spectators.
- Meets with and communicates to Fine Arts Coordinator on all items of travel, budget, standards, calendar, and schedules.
- Performs other duties as assigned.

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