

Overview: Reporting to the Head Speech Coach, the assistant coach will be responsible for travel and housing requirements of tournament, parent communication, and outreach to team members. Successful candidates will demonstrate expertise in knowledge and teaching of Debate/Forensics. A bachelor's degree is preferred.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Attends tournaments and practices which includes judging practice debates.
- Helps Head Speech Coach design and conduct recruitment/outreach programs to attract new speech and debate team members.
- Works with Head Speech Coach to select, organize, and publish a schedule of competition. This involves responding to or soliciting invitations to tournaments, designation of a competition calendar, and completion of appropriate documentation.
- Provides individual and group instruction to team members in preparation for tournament competition.
- Establishes performance requirements, enforces academic requirements, and verifies each student's eligibility to participate in debate activities.
- Along with Head Speech Coach, organizes and operates the Holy Ghost Prep invitational tournament on the last weekend in April.
- Maintains the integrity and reputation of HGP in the forensic community by teaching and modeling integrity, commitment, and diligence.
- Meets with Head Speech Coach and Principal to review goals for the debate team.
- Ensures the safety of students by adhering to both team and general school rules and regulations while on Holy Ghost Prep campus and while traveling.
- Controls the storage and use of school-owned equipment and materials; makes minor adjustments, and requests repairs to equipment as required. Maintains an accurate inventory of school-owned equipment and materials.
- Orders all supplies and materials necessary for team-related activities in accordance with established school procedures and budget allocations.
- Creates an environment conducive to learning and appropriate for the physical, social, and emotional development of students.
- Other duties as assigned by the principal or other administrative staff.

SUPERVISORY RESPONSIBILITIES:

- Volunteers and students involved in assigned activities.

COMMUNICATION SKILLS:

- Strong communication, public relation, and interpersonal skills.
- Ability to write reports and correspondence consistent with the duties of this position.
- Ability to communicate clearly and concisely both in oral and written form using a variety of communication techniques and tools to ensure the appropriate flow of information, collaborative efforts, and feedback.
- Ability to read, analyze, and interpret information.
- Ability to effectively present information and respond to questions, inquiries, and/or complaints.
- Displays courtesy, tact, and respect when dealing with others.