

**PLYMOUTH COMMUNITY SCHOOL CORPORATION
JOB DESCRIPTION**

JOB TITLE:	Academic Spell Bowl Coach
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EXEMPT:	Yes
SALARY LEVEL:	Per Master Contract
LOCATION:	Plymouth Community High School
REPORTS TO:	Principal
LENGTH OF WORK:	Typically 40 – 50 hours in any given year. Not including the help of voluntary assistant for team supervision at contests while on the contest floor judging.

ESSENTIAL FUNCTIONS include the following. Other duties may be assigned.

- I. Primary Responsibilities**
- A. It is the primary responsibility of the academic coach to recruit, train, transport, and supervise the Plymouth High School's Spell Bowl Team.
 - B. Accompany the team to the area competition site.
 - 1. Act as judge to check and score another team's spelling during the contest itself.
 - 2. Whenever Plymouth's team advances to state competition, continue intensive training for the event; arrange for transportation of a van, drive the team to a location such as Indianapolis, and perform the duties described above.
- II. Recruitment**
- A. Recruitment commences with soliciting names from the English teacher at Lincoln Junior High School before the end of school.
 - B. The following September, through posters, announcements, and personal written invitations, students are recruited to practice (at least twice weekly) from a lengthy prescribed state list found in spelling dictionaries purchased from the state and signed out to participants by the academic coach.
- III. General Duties**
- A. Prior to the area competition meet, a team of ten participants and two alternates are selected by a "spell-down", with the other participants being listed as reserves.
 - B. There may be a conference competition held at a conference school or Plymouth High School. If this occurs, all arrangements, paperwork, equipment, materials, workers, etc. would be the responsibility of the spell bowl coach.
 - C. Arrange for and provide the supplies for the Spell Bowl as well as the lettering of awards and the distribution of them to the appropriate students.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

Certified teacher and employment with the Plymouth Community School Corporation if required by the IHSAA; or related experience and/or training.

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid state driver's license - operator permit

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of athletes, school officials, parents, and the press.

MATHEMATICAL SKILL:

Ability to work with mathematical concepts. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only a limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS:

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand, walk, sit, use hands to finger, handle, or feel objects, tools, or controls, reach with hands and arms, and taste or smell.

The employee must frequently lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The employee should be able to use the machines, tools, equipment, and work aids which may be representative of those commonly associated with this type of work.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

The working environment is mainly indoors other than routine errands.

There are no environmental hazards indicated for this position.

TERMS OF EMPLOYMENT:

Time typically involved is 50 to 50 hours in any given year, not including the help of voluntary assistant for team supervision at contests while the academic coach is on the contest floor judging. Salary as per Master Contract.

EVALUATION:

Annually.

Revised 1/19/01