

**PLYMOUTH COMMUNITY SCHOOL CORPORATION  
JOB DESCRIPTION**

<b>JOB TITLE:</b>	Assistant Varsity Speech Coach
<b>EXEMPT:</b>	Yes
<b>SALARY LEVEL:</b>	Per Master Contract
<b>LOCATION:</b>	Plymouth Community High School
<b>REPORTS TO:</b>	Varsity Speech Coach
<b>LENGTH OF WORK:</b>	Pre-Season, Season, and Post-Season of the activity during the year

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

**I. August**

- A. Call out for freshmen members of the speech team mailing.
- B. Two workshops for new members of the speech team.
- C. Order magazines and other materials for extemp.

**II. September**

- A. Help work parking lot moneymaker.
- B. Get chaperones and order soft drinks for airport dance; help chaperone dance.
- C. Attend IHSFA Coaches' Clinic (2 days).
- D. Attend NFL Solo and Debate workshop and fall congress.
- E. Organize parent and judge's workshop.
- F. Arrange schedule for the following events:
  - 1. Congress – 8 students.
  - 2. Radio – 8 students.
  - 3. Impromptu – 8 students.
  - 4. Discussion – 6 students.
- G. Assist with the following events:
  - 1. Domestic Extemp – 6 students.
  - 2. Foreign Extemp – 6 students.
  - 3. Lincoln/Douglass Debate – 6 students.

Most students do more than one event. The assistant varsity speech coach generally works with 25 students; most of these students also work with the novice speech coach.

- H. Assist students with arranging practice times after school and evenings. Students are asked to attend one practice session per week.

**III. October**

- A. Continue practice schedule with students.
- B. Take students to two tournaments.
- C. Post "Speaker of the Week" names in the trophy case.
- D. Secure judges for the tournaments. Generally, ten are needed per week.
- E. Help with fall moneymaker if needed.

**IV. November**

- A. Continue practice schedule with students.
- B. Secure judges for the tournaments.
- C. Help host speech tournament at Plymouth High School; secure judges, hall monitors, and food service, and prepare extemp and impromptu topics.
- D. Take students to 2-3 tournaments.

- E. Post “Speaker of the Week” names in the trophy case.
- V. December
- A. Continue practice schedule with students.
  - B. Take students to Bradley Tournament.
  - C. Take students to one local speech tournament.
  - D. Arrange for judges at these tournaments.
  - E. Post “Speaker of the Week” names in trophy case.
  - F. Help cut team to 60 students.
- VI. January
- A. Continue practice schedule. Concentration is on Congress and Lincoln/Douglass Debate.
  - B. Attend 3 tournaments.
  - C. Secure judges for these tournaments.
  - D. Help cut team to 40 members.
  - E. Post “Speaker of the Week” names in trophy case.
- VII. February
- A. Continue practice schedule with students.
  - B. Make travel arrangements for State Debate and Congress and District Debate.
  - C. Attend State Debate and Congress (overnight).
  - D. Attend District Debate (overnight).
  - E. Attend two local tournaments.
  - F. Post “Speaker of the Week” names in the trophy case.
  - G. Secure judges for the tournaments.
- VIII. March
- A. Continue practice schedule with students.
  - B. Attend one speech tournament.
  - C. Attend the IHSFA Sectional and Regional.
  - D. Secure judges for all tournaments.
  - E. Post “Speaker of the Week” names in the trophy case.
- IX. April
- A. Continue practice schedule with state qualifiers and district team.
  - B. Attend IHSFA Speech Tournament (overnight).
  - C. Help host the NFL Solo speech Tournament. Secure judges, hall monitors and foodservice.
  - D. Attend NFL Congress.
  - E. Post “Speaker of the Week” names in trophy case.
- X. May
- A. Help with spring moneymaker if needed.
  - B. Help organize speech banquet and awards.
- XI. June
- Attend Nationals if needed.

**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 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 to loud.

The work environment is mainly indoors other than routine errands.

There are no environmental hazards indicated for this position.

**TERMS OF EMPLOYMENT:**

Pre-season, season, and post-season of the activity during the year. Salary as per Master Contract.

**EVALUATION:**

Annually.

*Revised 1/19/01*