

**PLYMOUTH COMMUNITY SCHOOL CORPORATION
JOB DESCRIPTION**

JOB TITLE:	Novice Speech Coach
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EXEMPT:	Yes
SALARY LEVEL:	Per Master Contract
LOCATION:	Plymouth Community School Corporation
REPORTS TO:	Varsity Speech Coach
LENGTH OF WORK:	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. Work two workshops for new members of the Speech Club.**

- II. September**
 - A. Help with parking lot moneymaker.**
 - B. Help with airport dance.**
 - C. Attend IHSFA Coaches' Clinic (2 days).**
 - D. Attend NFL Solo and Debate workshop and fall congress.**
 - E. Arrange schedule for the following events:**
 - 1. Domestic Extemp – 6 students**
 - 2. Foreign Extemp – 6 students**
 - 3. Lincoln/Douglass – 6 students**
 - F. Assist with other events as needed.**
 - G. Assist with students' arranging of practice times. Students are asked to practice at least twice a week.**

- III. October**
 - A. Continue practice schedule with students.**
 - B. Take students to two tournaments.**
 - C. Help with fall moneymaker if needed.**

- IV. November**
 - A. Continue practice schedule with students.**
 - B. Take students to 2-3 tournaments.**
 - C. Help host speech tournament at Plymouth High School. Prepare extemp and impromptu topics.**

- V. December**
 - A. Continue practice schedule with students.**
 - B. Take students to Bradley Tournament.**
 - C. Take students to one speech tournament.**
 - D. Help cut team to 60 students.**

- VI. January**
 - A. Continue practice schedule.**
 - B. Attend two tournaments.**
 - C. Help cut team to 40 students.**

- VII. February**
 - A. Continue practice schedule with students.**
 - B. Attend State Debate and Congress (overnight).**
 - C. Attend District Debate (overnight).**
 - D. Attend one local speech tournament.**

- VIII. March**
 - A. Continue practice schedule.**
 - B. Attend one speech tournament.**
 - C. Attend the IHSFA Sectional and Regional.**

- IX. April**
 - A. Continue practice schedule with state qualifiers and district team.**
 - B. Attend IHSFA State Speech Tournament (overnight).**
 - C. Help host NFL Solo Speech Tournament.**

- X. May**
 - A. Help with spring moneymaker if needed.**
 - B. Help organize speech banquet and awards.**

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 working 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