

**PLYMOUTH COMMUNITY SCHOOL CORPORATION
JOB DESCRIPTION**

JOB TITLE: Head Academic Coach – Academic Superbowl

EXEMPT: Yes
SALARY LEVEL: Per Master Contract
LOCATION: Plymouth Community High School
REPORTS TO: Athletic Director
LENGTH OF WORK:

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

The head academic coach is responsible for all of the paperwork, organizational duties and meetings involved in arranging and hosting academic superbowl competitions. In a typical year, there are several area meetings with conference academic coordinators and one yearly meeting in Indianapolis for all academic coordinators and coaches. The academic coordinator is responsible for the paperwork involved in participating in and hosting the academic superbowl events and organizing these events. This person is also responsible for communication between the coaches, students, the team and the school.

It is the primary responsibility of the academic coach to recruit, train, and transport and supervise Plymouth High School's Academic Superbowl Team, accompanying them to the area competition site, where it is the duty of the academic coach to act as judge to check and score another team's score sheet during the contest itself. Then, whenever Plymouth's team advances to State competition, the academic coach continues intensive training for the event, arranges transportation for a van, and drives his team to a location in Indianapolis, where he performs duties similar to those described above for the area competition. There are usually two invitational events, one area event and the State event.

This position involves organizing the first recruiting and coaches meetings and making sure they follow an organized study schedule. Recruitment usually begins at the beginning of the second semester during a school-wide campaign and one group meeting. Individual coaches then begin training in the area in which they specialize. Most coaches have weekly meetings held whenever most team members are able to attend. The coach is responsible for obtaining or helping students obtain the material from which to study.

This position will involve approximately 40 hours or more per any given year.

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 school corporation if required by the IHSAA; 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 frequently required to talk and hear. The employee is frequently 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 be physically able to demonstrate the sport or activity including lifting all equipment as required by the activity. This is to include games and practices. The employee must have the physical stamina to be able to handle the hours and physical stress of the sport during contests and practices.

Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

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 loud.

Work environment may be indoors and/or outdoors.

TERMS OF EMPLOYMENT:

Pre-season, Season, and Post-season of the activity during the year.

EVALUATION:

Annually

Revised 1/19/01