

**PLYMOUTH COMMUNITY SCHOOL CORPORATION
JOB DESCRIPTION**

JOB TITLE: Varsity Speech Coach

EXEMPT: Yes

SALARY LEVEL: Per Master Contract

LOCATION: Plymouth Community High School

REPORTS TO: Principal

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. Call out for freshmen members of the speech team mailing.
- B. Two workshops for new members of the speech team.
- C. Prepare material for newspeech team members.

II. September

- A. Organize parking lot moneymaker. (Blueberry Festival Weekend).
- B. Organize speech team dance Sunday night at the airport.
- C. Attend IHSFA Coaches' Clinic (3 days).
- D. Attend NFL solo and debate workshop and fall congress.
- E. Organize students in events, distribute materials, schedule practice sessions for students in the following events: Dramatic Interp, Humorous Interp, Oratorical Interp, Original Oratory, Duo Interp, Poetry Interp, Prose Interp, USA Extemp, Foreign Extemp, Impromptu, Discussion, Radio, Congress, Lincoln Douglass Debate
- F. Work with students in the following events:
 - 1. Dramatic Interp – 6 students.
 - 2. Humorous Interp – 6 students.
 - 3. Original Oratory – 6 students.
 - 4. Oratorical Interp – 10 students.
 - 5. Duo Interp – 20 students.
 - 6. Poetry Interp – 10 students.
 - 7. Prose Interp – 10 students.
 Many students enter two events. The varsity speech coach generally works with 50 students.
- G. Students can arrange practice times with Speech Coach; they are asked to work with coach 45 minutes every other week.
- H. Send membership report and dues to NFL.
- I. Do required paperwork for IHSFA registration.

III. October

- A. Continue practice schedule with students. Novice students get the major concentration of work.
- B. Compete at two tournaments. Fifty to sixty students compete at each tournament.
- C. Keep NFL records and team statistics. Post weekly and send results to the Pilot News.
- D. Run fall moneymaker if needed.

IV. November

- A. Continue practice schedule with students. Varsity students start working.
- B. Compete at two to three tournaments. Fifty to sixty students compete at each tournament.

- C. **Host speech tournament at Plymouth High School. Twenty to thirty schools attend with 300-500 students competing.**
 - D. **Keep NFL records and team statistics. Post weekly and send results to Pilot News.**
 - E. **Order speech jackets.**
- V. **December**
- A. **Continue practice schedule with students. Concentration is with students going to the Bradley Tournament.**
 - B. **Attend Bradley Tournament in Peoria, Illinois.**
 - C. **Attend one local speech tournament.**
 - D. **Keep NFL records and team statistics. Post weekly and send results to the Pilot News.**
 - E. **File December NFL membership report.**
 - F. **Cut team to 60 top students.**
- VI. **January**
- A. **Continue practice schedule with students. Concentration is on the best novice students and returning varsity.**
 - B. **Attend three tournaments.**
 - C. **Register students for the State Debate and Congress and the NFL Debate to be held in February.**
 - D. **Kickoff the junior high speech contest.**
 - E. **Keep NFL records and team statistics. Post weekly and send results to the Pilot News.**
 - F. **File January NFL membership report.**
 - G. **At month's end, cut team to 40 top speakers.**
- VII. **February**
- A. **Continue practice schedule. Work longer and more frequently with students. Students are asked to work 2-3 nights a week.**
 - B. **Attend the State Congress and Debate.**
 - C. **Attend the NFL Debate tournament.**
 - D. **Attend 2-3 speech tournaments.**
 - E. **Keep NFL records and team statistics. Post weekly and send results to Pilot News.**
 - F. **File February NFL membership report.**
 - G. **Register for IHSFA Speech Sectional.**
 - H. **Judge the preliminary junior high speech contest.**
- VIII. **March**
- A. **Continue practice schedule from February.**
 - B. **Attend one speech tournament.**
 - C. **Attend the IHSFA Sectional.**
 - D. **Attend the IHSFA Regional.**
 - E. **Keep NFL records and team statistics. Post weekly and send results to Pilot News.**
 - F. **File March NFL membership report.**
 - G. **Register for the NFL Solo and NFL Congress Tournaments.**
 - H. **Make all overnight plans for IHSFA State Speech Tournament.**
- IX. **April**
- A. **Limit practice schedule to state qualifiers and district entry.**
 - B. **Attend IHSFA State Speech Tournament.**
 - C. **Host NFL Solo Speech Tournament.**
 - D. **Hold the finals of the junior speech contest.**
 - E. **Attend the NFL Congress.**
 - F. **Keep NFL records and team statistics. Post weekly and send results to Pilot News.**
 - G. **File final NFL membership report.**

- X. **May**
 - A. **Prepare for national trip.**
 - B. **Continue practice schedule with students attending nationals.**
 - C. **Hold spring moneymaker if necessary.**
 - D. **Organize speech banquet and awards.**
 - E. **Recruit students form 8th grade class for next year.**
 - F. **Help students apply for Summer Speech Institutes.**

- XI. **June**
 - A. **Continue practice schedule with national qualifiers.**
 - B. **Attend weeklong national tournament. Send results to Pilot News.**
 - C. **Read and search for materials for next season.**

- XII. **July**
 - A. **Read and search for materials for next season.**

Additional Responsibilities:

1. **Handle all discipline problems**
2. **Coordinate all transportation arrangements.**
3. **Attend IHSFA and NFL meetings.**
4. **Prepare students for local speech contests.**
5. **Write student recommendations for college.**
6. **Make appearances at local service clubs as a representative of the speech team.**
7. **Send students to speaking engagements throughout the county.**

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.

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