



**JOB TITLE:** Part-Time After-school Head Debate Coach

**REPORTS TO:** Head of School

**EMPLOYMENT STATUS:** Part Time; 10 months; Salaried

**CLASSIFICATION:** Non-Exempt

*Revised: July 30, 2021*

The mission of Carden Arbor View School is to provide the highest quality education of the whole child using the Carden curriculum and philosophy - to educate with joy, growth, enthusiasm, dignity, and respect. We are a kind and joyful learning community where everyone is celebrated for who they are. We ignite students' strengths and passions in a safe and supportive learning environment rooted in the Carden method. We widen our students' perspectives, giving them the tools to know themselves and find success in the future of their choosing. All Carden Arbor View School staff must strive to create a professional yet welcoming environment, maintain the school's image with both the internal and external population, and demonstrate support for the school's philosophy, mission, vision, the Carden curriculum, and the Carden method.

**GENERAL SUMMARY:**

The head debate coach will provide instruction, coaching, and mentorship to middle school students participating in our after-school debate program. The team is scheduled to meet on Wednesdays from 3:15 p.m. - 4:30 p.m., with occasional additional meetings closer to tournaments. Tournaments usually occur on Saturdays, and there are typically three to six tournaments per year. If a candidate is not available on Wednesdays but is available after school on other weekdays and/or if a candidate is not available until 3:30 p.m., we will do our best to accommodate the candidate's schedule.

We participate in the Middle School Public Debate Program, for more information about the program, [click here](#).

*Because this position is exclusively outside of regular school hours, candidates may also apply for vacancies at Carden Arbor View School that occur during the school day, if desired.*

*It is strongly preferred that the candidate be able to be on-site for team practices. Applicants who can only lead practices remotely, though, will be considered. Please include in your cover letter if your weekday availability is remote only. Tournaments may be remote this year. If, though, tournaments are in-person, the coach must be on-site at the tournaments.*

**DUTIES AND RESPONSIBILITIES:**

1. Run team practices afterschool on Wednesdays.
2. Attend weekend league tournaments, coaching students throughout the competition.
3. Teach debate skills, including research, social awareness, argumentation, rhetoric, sportsmanship, teamwork, and ethics.
4. Guide and assist students in writing and refining debate arguments.
5. Be available to correspond with students remotely outside of team practices, including reviewing students' arguments.
6. Assign students to three-person debate teams and help facilitate intra-team conflicts.
7. Develop and implement opportunities for growth for students at all levels of interest and experience in debate.

8. Serve as the school's representative to the Inland Valley Debate League and the Middle School Public Debate Program, including participating in occasional league meetings (exact days and times to be determined by the league).
9. Register students for tournaments using an online program (currently Tabroom).
10. Recruit volunteer judges from the school community, including colleagues, parents, and alumni.
11. Communicate information about tournaments to students and parents.
12. Support the mission and vision of the school and present the school and oneself in a positive manner.
13. Perform other duties as assigned.

**COMPETENCIES:**

1. Desire to work with middle school students in an educational environment
2. Knowledge and experience in speech and debate
3. Familiarity with the Middle School Public Debate Program
4. Ability to coach effectively
5. Excellent oral and written communication
6. Ability to connect with school constituents
7. Comfort with technology
8. Attention to detail
9. Maintaining confidentiality and privacy
10. Ethical conduct
11. Time management and the ability to multitask
12. Teamwork, collaboration, and leadership
13. Patience and flexibility

**QUALIFICATIONS:**

1. High school diploma required; bachelor's degree in English, Communications, Social Studies, Education, or the equivalent preferred.
2. Experience in speech and debate as a coach and/or participant.
3. Familiar with Google Suite, Internet, Zoom, and e-mail.
4. A demonstrable passion for debate and for working with middle school students.
5. Excellent analytical, organizational, communication, and interpersonal skills.

**PHYSICAL DEMANDS:**

While performing the duties of this job, the employee is regularly required to talk, listen, handle, feel, and reach with hands and arms. This position is active and involves standing and walking. The employee may occasionally need to lift and/or move items under 20 pounds.

1. Ability to lift and/or move up to 20 pounds
2. Ability to communicate orally and in writing
3. Ability to listen and hear
4. Ability to walk and/or stand for extended periods of time, some of which will be required to be outside
5. Ability to bend, sit and stoop, kneel, or crouch
6. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

Carden Arbor View School is an equal opportunity employer that complies with federal, state, and local laws governing nondiscrimination in the workplace. All employment decisions are based on business needs, job requirements, and individual qualifications. Qualified applicants are considered for employment without regard to age, race, color, ancestry, disability, national origin, gender identity, sexual orientation, marital status, religion, and genetic information.