
ST. JOSEPH

SCHOOL DISTRICT

Position Title: High School Assistant Forensics Coach

Qualifications:

Required: Bachelor's Degree in a Job-Related Area

Preferred: Appropriate Missouri State Teacher Certification

FLSA: Exempt

Salary Schedule: Extra-Duty

Direct Report: Head Forensics Coach and High School Activities Director

Terms of Employment: As per Extra-Duty Assignment Letter

Purpose: The High School Assistant Forensics Coach position is performed for the purpose of assisting with the creating of a successful forensics program that coaches students and competes in various competitions throughout the school year.

Essential Job Functions:

- Attends work in a regular, reliable and punctual manner.
- Attends all rehearsals and competitions for the purpose of coaching students to their full potential.
- Creates an environment conducive to learning for the purpose of developing students physically, socially and emotionally.
- Evaluates students' rehearsals and performances for the purpose of giving valuable feedback and critique to the students.
- Manages the equipment for the purpose of making sure all items required for the event are accounted for.
- Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit.
- Prepares students for District and State competitions for the purpose of setting students up for success, while following MSHSAA guidelines.
- Schedules individual or group sessions for the purpose of providing individualized instruction to enhance student skill level.
- Supervises students at any extra-curricular events for the purpose of ensuring proper student behavior in accordance with Board policies.
- Takes all necessary and reasonable precautions for the purpose of protecting students, equipment, materials and facilities.

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- Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit.

Employee Behavior and Conduct:

District employees shall conduct themselves in a professional manner and shall exhibit and extend such professional conduct appropriate for the circumstances to those with whom they come into contact, both internally and externally during the performance of their duties. Examples of professional conduct include, but are not limited to, being communicative, informative, fair, honest, and respectful.