

Position: DECA Advisor

Level: High School

Type: Curriculum

Minimum Requirements:

- CTE License

Required Knowledge, Skills & Abilities:

- State, national and organizational guidelines
- Understanding child growth and development
- Using assessment techniques and monitoring strategies to identify student efforts, performance, strengths and weakness.
- Effectively communicating with both students and adults.
- Providing training and coaching to improve individual and team performance
- Managing and directing adult volunteers.
- Providing leadership and vision for the program.

Responsibilities:

- Planning for daily/ weekly time spent with students
- Providing supervision at all events, meetings, practices and competitions
- Ongoing and updated communication with students, parents and families
- Working directly with school administrator
- Implementing changes from district or organization with students, other coaches, school administration
- Scheduling events, planning for transportation, reserving facilities
- Handing out, collecting and monitoring paperwork throughout the year
- Establishing meeting room procedures and supervision.
- Maintaining an updated inventory of uniforms
- Managing a budget.
- Recruitment of program participants.

Equipment & Facilities:

- Classroom
- Computer Labs

Total number of events:

- 1 1-day regional competition
- 1 3-day state competition
- 1 4-day international competition