

Position: Head Speech Coach

Level: High School

Type: Curriculum, competition, district necessity

Required Knowledge, Skills & Abilities:

- District, state, national and league guidelines
- Understanding child growth and development
- Using assessment techniques and monitoring strategies to identify student's efforts, performance, strengths and weaknesses.
- Effectively communicating with both students and adults
- Providing training and coaching to improve individual and team performance
- Managing and directing other paid adults (coaches/assistants).
- Managing and directing adult volunteers.
- Providing leadership and vision for the program or sport.

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 league with students, other coaches, school administration
- Scheduling events, planning for transportation, reserving facilities
- Handing out, collecting and monitoring paperwork throughout the season
- Conducting an appropriate try-out.
- Maintaining an updated inventory of equipment (uniforms, supplies, instruments, athletic equipment, etc)
- Developing a budget.
- Recruitment of program participants.
- Distributing and posting schedules.
- Reporting results, statistics, etc.
- Establishing and announcing criteria for awards/recognition.
- Serving as a resource for students involved in college recruitment/application processes.
- Coordinating press releases & communication with news outlets.
- Helping students in planning and implementation of both in-season and out-of-season training programs.
- Monitoring grade eligibility for activity.