

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.