
ST. JOSEPH

SCHOOL DISTRICT

Position Title: High School Assistant Academic Bowl 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: High School Activities Director

Terms of Employment: As per Extra-Duty Assignment Letter

Purpose: The High School Assistant Academic Bowl Coach position is performed for the purpose of assisting with implementing program practices and tournaments in accordance with applicable rules and regulations; leading high school students as they compete in interscholastic Scholar Bowl competitions, featuring content questions in science, mathematics, literature, fine arts, history and non-core areas.

Essential Job Functions:

- Attends work in a regular, reliable and punctual manner.
- Assesses for the purpose of providing feedback to students on his/her individual performance and/or determining team placement.
- Attends a variety of supporting activities (e.g. parent orientations, recognition events, banquets, etc.) for the purpose of providing information regarding the program and/or recognizing participants' accomplishments.
- Identifies program needs for the purpose of providing recommendations of expenditures for activities, equipment, supplies, etc. that will enhance the program.
- Instructs students for the purpose of promoting individual growth in skills, teamwork, sportsmanship and understanding of rules.
- Maintains a variety of information (e.g. tournament entries and results, etc.) for the purpose of complying with district, conference, and state requirements.
- Monitors students' academic eligibility for the purpose of complying with MSHSAA requirements as well as providing appropriate intervention (e.g. counseling, tutoring, etc.) to students identified as needing assistance to maintain their program eligibility.
- Supervises students during all areas of participation (e.g. competition, travel, meetings, before/after practices, etc.) for the purpose of ensuring activities are conducted in an environment with minimal distractions for participants.

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- Works with the Scholar Bowl Head Coach to determine competition strategies for the purpose of preparing the team and individual students for the competition.
- 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.