

## Job Responsibilities

The Assistant Director of Debate and Forensic Activities reports to the Lead Chair in Fine Arts and is responsible for coordinating with the Director on aspects of administration, operation and coaching of the competitive debate and public forum teams at The Hockaday School, with specific duties to include the following:

- Nurturing a program which continues to attract new debaters and nurtures the interest and talent of current students
- Mentoring young women in a competitive environment
- Creating opportunities for students at multiple levels of commitment to debate; balancing the academic demands of the school with the students' participation in debate and public forum
- Teaching and coaching Lincoln-Douglas debaters
- Continuing to develop the Public Forum activity
- Traveling with debaters to tournaments around the country
- Sustaining the Introduction to Debate offered in seventh and eighth grade
- Coordinating work with the Director and adjunct coaches
- Helping to administer the budget, which involves allocation/spending decisions, accounting documentation, and budget planning
- Assisting with the administration and organization of the Hockaday Invitational Debate Tournament
- Assisting with organization of a final Team Dinner with awards and honors for participants