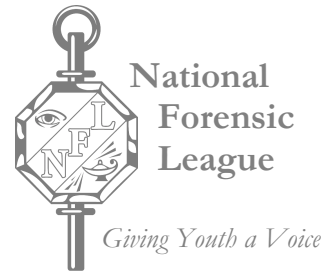


# Job Description Considerations for Speech and Debate Coaches

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First, determine if the norm in your area is to have one coach/sponsor who manages an entire speech and debate program, or if speech and debate are divided into two coaching positions. The considerations below apply specifically to forensic coaching; if paired with a teaching position, licensure and other considerations would take precedence.

## **Administrative Responsibilities:**

- ❖ Stay informed on rules, procedures and judging standards for forensic events
- ❖ Obtain necessary permission, insurance and school participation forms and fees from students
- ❖ Set practice/behavior standards required for students to enter tournaments
- ❖ Meet with students on a regular basis (time expectation could be enumerated)
- ❖ Book tournament travel arrangements, including transportation and lodging
- ❖ Coordinate student and judge entry, and supervise and judge at weekend and evening tournaments
- ❖ Record NFL points, develop honor society protocols to recognize participation and achievement
- ❖ Recruit parent boosters for fundraising to support the program
- ❖ Promote the program in the community through media engagement

## **Coaching Qualities:**

- ❖ Teach students theories and skills underlying the various competition events
- ❖ (*Speech*) Facilitate acquisition of literary material and research information for speeches
- ❖ (*Debate*) Foster skills in research, organization and filing of evidence for building cases
- ❖ Read students' speeches, cases and literary pieces to assess for coherent and convincing messages
- ❖ Conduct practices and drills to reinforce and assess skill development
- ❖ Review judge evaluations and motivate students to constantly improve
- ❖ Nurture beginning students while challenging experienced students
- ❖ Encourage community service speaking opportunities to apply forensic skills in life and careers
- ❖ Continuously assess strengths and weaknesses of the program to improve it from year to year

## **Recommended Qualifications:**

- ❖ Enrollment in college/university (for alumni coaches); bachelor's or master's degree preferred
- ❖ Experience with high school speech and/or debate; classroom teaching experience preferred
- ❖ Ability to work collaboratively and communicate effectively with students, parents, teachers, and administrators to build a program