



JOB DESCRIPTION

SCHOOL DISTRICT U-46
HUMAN RESOURCES

<u>Position / Title:</u> IHSA Scholastic Bowl	
<u>Bargaining Unit:</u> NAC	<u>Department/Location:</u> High School Activities
<u>Calendar Days:</u> See IHSA	<u>Reports To:</u> Building Athletics/Activities Director
<u>JD Revision Date:</u> 12/11/2023	<u>Supervises:</u> N/A

Function / Position Summary

To build and maintain a high-quality scholastic bowl team, focusing on best-practice, student-focused instruction and providing opportunities for students.

Job Duties / Responsibilities

- Implement researched-based instructional strategies that engage all students, differentiating to accommodate a range of ability levels, and acknowledging a variety of cultural backgrounds in order to support student learning and growth.
- Communicate effectively with parents, students, administrators, teacher colleagues, and community leaders.
- Maintain high expectations for student achievement and behavior and motivate students to work to their highest potential.
- Maintain equipment associated with the activity.
- Demonstrate prompt and regular attendance.
- Create an environment conducive to learning and appropriate for the physical, social, and emotional development of students.
- Cultivate a positive, harassment free, instructional culture which motivates students through the use of effective communication and constructive feedback.
- Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
- Apply and enforce student discipline in accordance with the Student Code of Conduct and appropriate student handbook.
- 6 District, Conference, or Regional Contests
- IHSA State Series, as applicable
- Attendance at UEC Activities Summit
- Attendance at Freshman Orientation
- Manage Finances and Administrative Paperwork for the Organization
- 40 hours of meetings/practices

Education

- Bachelor's Degree in Education preferred
- Appropriate Professional Educator's License (PEL) preferred
- OR-
- High School Diploma required
- Related coursework and/or previous related experience required



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Experience / Knowledge

- Ability to communicate clearly and concisely both in oral and written form using a variety of communication techniques and tools to ensure the appropriate flow of information, collaborative efforts, and feedback, and to conduct conferences as needed with parents, students, administrators, or other teachers.
- Strong communication, public relations, and interpersonal skills.
- Ability to effectively present information and respond to questions, inquiries, and/or complaints.
- Display courtesy, tact, and respect when dealing with others.
- Maintain appropriate confidentiality.
- Establish and maintain effective working relationships; demonstrate a commitment to teamwork.
- Ability and willingness to learn and refresh job skills through professional development in order to meet the changing needs of this position.
- Ability to react well under pressure, handle and balance multiple demands at one time, work with frequent unscheduled interruptions, and perform duties and tasks at expected levels of professionalism.
- Spanish language skills preferred.

Physical Demands

- Occasionally requires physical exertion to manually move, lift, or related equipment.
- Public contact requiring appropriate business-like apparel.

Terms of Employment

- This is an Appendix F stipend position in accordance to the school year calendar.
- For Non-ETA Coaches: this position is for this year only.
- Terms of employment will be determined in collaboration with the athletic/activity director.

Employee Signature: _____ **Date:** _____