

The University of Texas at San Antonio

Job Description

Job Title: Assistant Debate Coach
Code: 11001
Salary Grade: 56
FLSA Status: Exempt
Department/Division: Communication
Reports To: Director of Debate

Summary

- Function: Provides assistance and support to Debate Team.
- Scope: Responsible for assisting the Director of Debate in coaching, judging, researching, and conducting practices with debate team members.

Duties

- Typical:
 1. Hosts regular debate team meetings.
 2. Schedules and supervises practice debates and speeches.
 3. Coordinates research assignments
 4. Assists debaters with skills development.
 5. Regulates evidence distribution and access.
 6. Holds consistent office hours.
 7. Maintains and encourages high academic standards.
 8. Promotes transparency in decision making.
 9. Plans and conducts the summer workshop.
 10. Develops team competition strategies.
 11. Handles judging responsibilities for the debate team.
 12. Assists in balancing national and regional travel schedules.
 13. Enforces all travel regulations.
 14. Drives vehicles during debate trips.
 15. Performs other duties as assigned.
- Periodic:
 1. Assists with the organization and delivery of the debate summer workshop.

Education

Required	Preferred
Must be in last year of completing a Bachelor's degree or Bachelor's degree from an accredited institution.	Bachelor's degree from an accredited institution.

Other Requirements

Required	Preferred
Must be at least 21 years old with a valid driver's license and a good record.	N/A
Criminal Background Check (CBC).	

Experience

Required	Preferred
Two years of nationally successful competitive policy debate experience and/or coaching experience with a nationally successful program.	N/A
Demonstrated experience and success with Novice and JV debaters.	

Equipment

Required	Preferred
Personal computer. Ability to operate electronic data and in-round debate templates.	N/A

Working Conditions

Usual	Special
Normal office conditions.	Frequent evening and weekend hours required.
	Position travels with the debate team.

Supervision

Received	Given
Direct supervision from the Director of Debate.	Through scheduled assessment meetings and as needed.

Accuracy

Proficiency in all phases of the duties performed.
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Security Sensitive

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.

Internal Control

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.