



## Job/Position Description Debate Coach

### APPLICATION AND HIRING TIMELINE INFORMATION

To apply for this position, submission requirements are as follows:

1. [KWU Employment Application](#),
2. Cover letter,
3. Resume/curriculum vitae,
4. Three references,
5. Teaching philosophy, and
6. Salary requirements.

Please email your application materials to [hr@kwu.edu](mailto:hr@kwu.edu).

In your cover letter please pay special attention to matching your actual qualifications to the required qualifications listed in this Job Description. Make sure you reference the position title on the subject line of your email. No phone calls please.

#### The timeline for filling this job is:

- Applications will be taken until job is filled.
- Interviews will begin when qualified applicants are identified and continue until the job is filled.
- The job starts as soon as possible.

**KWU is an Equal Opportunity Employer and encourages diversity in employment.** We will check references of past employers and personal references. We will acknowledge receipt of your application as soon as we receive it.

### ADMINISTRATIVE INFORMATION

**POSITION TITLE:** Debate Coach

**DEPARTMENT'S PURPOSE AND MAJOR RESPONSIBILITIES:** The Communication Studies and Theatre Arts Department prepares individuals to be reflective communicators of the human condition through practical application of digital media, theatrical and rhetorical arts.

**POSITION'S DEPARTMENT:** Communication Studies and Theatre Arts

**POSITION'S DIRECT SUPERVISOR:** Dr. Bill Backlin

**DATE JOB LAST REVIEWED OR ANALYZED:** August 2022. Revised by: Academic Dean; Provost; Human Resources

**POSITION'S EMPLOYMENT STATUS:** Staff (12-month position), Salary and Exempt (Teaching Exemption), At-will

**JOB'S SALARY AND BENEFITS:** Final salary is dependent upon the successful candidate's experience and qualification. Full-time benefits as outlined in the university benefits package found on the university's job web site.

### JOB INFORMATION

**POSITION SUMMARY:** This position is responsible for recruiting, preparing and teaching students in the classroom and practical experiences in debate tournaments (both organizing and performing). Comfort with setting up digital competition is essential. This position is also responsible for teaching an additional course in Speech, Oral Interpretation, or Classical Rhetoric per semester.

**POSITION WORKS WITH:** Students, staff, and faculty

**JOB'S BUDGET AUTHORITY:** Responsible for effective management of the Debate program's budget, in consultation with the Department and the Provost's Office.

**JOB'S PHYSICAL WORKING CONDITIONS:** Approximately 100% of time spent in a temperature-controlled office environment

**JOB'S UNUSUAL HAZARDS OR WORKING CONDITIONS:** None

**JOB'S WORK SCHEDULE:** A flexible work schedule of 40 hours per week.

**JOB'S TRAVEL REQUIREMENTS:** Since Debate/Forensics may have tournaments in and outside of the state, it is important to be able to drive with a current license.

## JOB RESULTS, BEHAVIORS, AND PERFORMANCE MEASURES

### **JOB'S ESSENTIAL DUTIES**

Teaching (20%): Responsible for delivering, in a student-receptive manner, the knowledge, skills, and experiences each student needs to successfully achieve course learning outcomes as outlined in course syllabi.

- A. Teach one communication class such as Classical Rhetoric, Advanced Communication, Oral Interpretation or Speech per semester. In addition, this person will teach COMM 140F A and B (Debate and Forensics).
- B. Create, post, and articulate course learning outcomes or objectives in order to ensure student understanding.
- C. Create and update course syllabi, course handouts, lectures, presentations, and other course materials required to deliver course information in an understandable and interesting manner to ensure students are engaged with the course material in order to achieve the course learning outcomes.
- D. Create course rubrics in order to assess each student's performance related to the course's learning objectives and identify areas for student improvement.
- E. Assist students to master course material by being available through "office hours/student hours" and at other times to answer questions and assist students to better understand the material in one-on-one or small group sessions.
- F. Meet all classes and other scheduled responsibilities at the designated time.
- G. Assign grades and maintain course/student records in accordance with FERPA regulations and submit grades and records by established deadlines

Directing Debate Program (40%)

- A. Set a schedule of tournaments and workshops for students to participate in throughout the fall and spring.
- B. Travel with and supervise students on debate tournaments
- C. Ensure achievement of co-curricular outcomes, as defined by the program and institution
- D. Responsible for organizing all travel details and working within the budget

Recruiting (35%)

- A. Manage and meet roster goals in collaboration with the Office of Admissions

Other (5%)

- A. Complete other work as assigned by one's supervisor.

## POSITION QUALIFICATIONS

### **EDUCATION:**

- MINIMUM REQUIRED: Master's Degree in Debate, Communications, or related-fields

**CERTIFICATIONS AND LICENSES:** None

### **WORK EXPERIENCE:**

- Work experience sufficient to perform responsibilities of position
- Preferred Experience: Several years as Debate/Forensics coach in a college/university setting

### **KNOWLEDGE, SKILLS, ABILITIES, and ATTITUDES – KSAA's:**

MINIMUM REQUIRED:

- Ability to work effectively with students
- Possess excellent communication and leadership skills
- Ability to effectively manage relationships with staff and faculty
- Ability to interpret statistical reports and prepare statistical reports when necessary
- Exhibits strong positive attitude and ability to foster teamwork
- Ability to champion the university to prospective students and families

## NOTICE OF SPECIAL POSITION OR EMPLOYMENT REQUIREMENTS

1. THIS JOB DESCRIPTION IS NOT DESIGNED TO COVER OR CONTAIN A COMPREHENSIVE LIST OF ALL DUTIES AND RESULTS TO BE PERFORMED IN THIS JOB. DUTIES AND PERFORMANCE STANDARDS MAY BE ADDED, SUBTRACTED, AND/OR CHANGED BY YOUR SUPERVISOR AT ANY TIME DUE TO CHANGES IN DEPARTMENT OR UNIVERSITY REQUIREMENTS.
2. Unless exempt due to an employment contract signed by the President of Kansas Wesleyan University, all employees of Kansas Wesleyan are to be considered as an “at-will” employee.
3. All employees of Kansas Wesleyan University are considered “responsible employees” pertaining to Title IX regulations concerning both the prevention and reporting of sexual assault or harassment situations. As such, all employees must communicate with the Title IX Coordinator if they witness or hear about a sexual assault or harassment situation.
4. Kansas Wesleyan University is an equal opportunity employer and complies with EEOC and ADA employment requirements. It is and has been the policy of Kansas Wesleyan University to grant equal opportunity to all qualified persons without unlawful discrimination based on race, color, gender, age, national origin, ancestry, ethnicity, disability, sexual orientation, religion, or veteran status. To fulfill its mission as a Christian institution, preference in hiring shall be given to persons who can affirm the Institution’s mission.
5. All “offers of employment” are subject to a criminal background check prior to employment.
6. All items created by this position are the sole property of Kansas Wesleyan University.