

## **SPEECH AND DEBATE MODERATOR**

### Student Life

#### *Position Summary*

Sacred Heart Cathedral Preparatory (SHC) is a Lasallian Vincentian Catholic, co-educational college preparatory secondary school located in the heart of San Francisco, California. We provide academically rigorous, vibrant learning grounded in social justice and emerging / 21st century pedagogy. Our entire community is committed to cultivating each student's unique talents and passions, providing myriad opportunities for students to discern and realize their individual intellectual, artistic, athletic, social, and spiritual potential. SHC is a San Francisco Archdiocesan High School that is cosponsored by the De La Salle Christian Brothers of the District of San Francisco and the Daughters of Charity of St. Vincent de Paul of the Province of the West.

Sacred Heart Cathedral is seeking a responsible and enthusiastic individual to coach and coordinate our speech and debate team. Primarily responsibilities are to coach debate (Public Forum, Lincoln Douglas, Congress, and others depending on need), tournament organization/registration, coordinate and communicate with students, parents, faculty, and promote the team.

#### *Duties and Responsibilities*

- Teach debaters the skills required for competition in Public Forum Debate, Lincoln Douglas Debate, and other styles of debate as needed.
- Collaborate with assistant speech and debate coaches to manage the team.
- Attend debate tournaments and stay current with league, state, and national rules, procedures, judging standards, and tournaments for debate.
- Maintain a detailed record of the speech and debate team roster.
- Communicate regularly and reliably with designated student, parent and faculty representatives.
- Create and maintain positive working relationships with debaters, student committee members, parents, parent committee members, faculty, and tournament representatives.
- Advise the parent and student committees about which debate tournaments should be considered for entry, and decide which debaters should attend and at which level.
- Work with the parents and faculty to ensure that speech and debate students have emergency and transportation forms for tournaments, and assist parent committee to obtain information about tournament logistics.
- Work with the parent committee co-chairs, students, other coaches, and faculty representatives, to set practice/behavior standards required for students to enter and participate in tournaments.
- Attend, coach and/or judge for a minimum of 8 league and/or individual tournaments, as needed, including overnight tournaments.
- Meet and work with the debate team twice weekly, usually Mondays and Wednesdays in the afternoon.
- Model and support the philosophy of the speech and debate program including by consulting with participants about ways to recruit and encourage others.
- Work with the parent committee and faculty to register participants in tournaments, pay fees, and communicate details.

## *Qualifications and Skills*

### **Minimum Qualifications:**

- Two Years of College Study (AA or Bachelors preferred)
- Experience in high school speech and debate.
- Ability to collaborate effectively with students, staff and parents.
- Ability to motivate and inspire strong work ethic and excitement for speech and debate.
- Familiarity with Forensics rules and guidelines.

### *Physical Demands*

The physical demands described here represent those that must be met by an employee to successfully perform the essential job functions. Reasonable accommodations may be made for individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to sit; use hands and fingers to handle or feel as well as talk and hear. The employee is frequently required to reach with hands and arms. The employee is required to stand and walk. The employee may lift and/or move up to 25 pounds.

### *Work Environment*

The work environment characteristics described here represent those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made for individuals with disabilities to perform the essential functions.

### *Compensation*

Salary negotiable, based on experience

### *To Apply*

To apply, please send a cover letter and resume to Human Resources, at [sacredheartcathedraljobs@gmail.com](mailto:sacredheartcathedraljobs@gmail.com)

SHC/Human Resources  
1055 Ellis Street  
San Francisco, CA 94109

### *Additional Info*

**SHC** is an equal opportunity employer.

The Archdiocese of San Francisco will only employ those who are legally authorized to work in the United States for this opening. Any offer of employment is conditioned upon

the successful completion of a background investigation. The Archdiocese of San Francisco will consider for employment qualified applicants with criminal histories.

Employment decisions are made without regard to race, color, religion, national or ethnic origin, sex, sexual orientation, gender identity or expression, age, disability, protected veteran status or other characteristics protected by law.

