Cape Elizabeth High School SPEECH TEAM ADVISOR

QUALIFICATIONS:

I. Hold a valid state of Maine Criminal History Records Check Approval.

II. CEHS teacher or staff member strongly preferred.

III. An adult with strong organizational and communication skills who is familiar with and able to effectively instruct approximately 10-30 team members so that they develop their speaking, writing, and theatrical skills in the various categories of competition from extemporaneous to storytelling to persuasive speaking and many others. The advisor also needs to arrange and coordinate a cadre of volunteer coaches who have expertise in speaking and are able to provide effective instruction and feedback to students.

REPORTS TO: Building Principal or Assistant Principal

SUPERVISES:

I. Group of 10-30 individual student members from grades 9-12 during frequent (usually weekly) practices and at competitions during the longest, competitive season of any Maine interscholastic competition.

II. A cadre of volunteer assistant coaches who are knowledgeable in effective speaking and able to provide effective instructions and feedback to develop individual student skills.

JOB GOAL: To develop individual student skills in effective public speaking and writing in the myriad individual categories of speech competition. The development of public speaking skills is a source of future school and job success, leadership abilities, and confidence in may social and community settings. In addition to individual skill development. the goal of the CEHS speech program is to field a competitive team that leads to team success and pride.

PROFESSIONAL RESPONSIBILITIES:

I. To prepare and oversee the Speech Team budget

II. To coordinate, arrange, oversee, and/or deliver coaching instruction to the team members to develop their individual speaking and writing skills and to prepare them for effective performance in speech competitions

III. To determine individual student roles in particular speech events and to keep all students moving forward in skill development even though not all students may have a tole in each speech competition

IV. To coordinate and attend the team's regular meetings, which take place usually weekly throughout much of the school year

V. To communicate with the Principal concerning matters connected to the team

VI. To attend regional and state meetings, as appropriate and needed, concerning the state competitions

VII. To organize and coordinate, on an approximately every other year basis, a speech event at Cape Elizabeth High School

VIII. To adjust roles and responsibilities as student skills develop and in light of external factors such a issue of ineligibility and student discipline and student inability to attend certain speech events

IX. To communicate clearly, as necessary, with parents and with other members of the staff (custodians, Community Services, teachers, etc.) concerning issues connected to the team

X. Other duties assigned by the Principal

TERMS OF EMPLOYMENT: Twelve months per year with compensation in accordance with the fee structure of the negotiated Cape Elizabeth Education Association agreement.

EVALUATION: The basis of the evaluation will be the extent to which the performance responsibilities of the job are successfully completed and the extent to which yearly job goals are met. The Principal or Assistant Principal will perform the evaluation.

NOTE: The above job description reflects the general requirements necessary to describe the principal functions or responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that ay be inherent in the job, either at present or in the future.

APPROVED: November 9, 2010

Revision #2
Created 19 January 2024 15:45:58
Updated 11 July 2025 14:03:54 by Andrea Fuller