

**Brentwood Christian School**  
**VIP Coordinator Job Description**

**Leadership Title:** PSIA Head Coach

**Overall Job Description:** Meet weekly with students who have chosen a given academic event to prepare for the competition via instruction, practice, testing, performance, and review as appropriate for that event.

**Essential Duties and Responsibilities:** In order to receive the full 20 credit hours, you must complete the following:

1. Meet weekly for approximately 6 months with an assigned group of students, usually limited to one grade but can sometimes include up to four grade levels, to prepare them for PSIA academic competition with a prepared agenda and coaching materials.
2. Communicate with parents and give regular feedback to students about areas of strength and weakness in their preparation for the event.
3. Obtain information regarding and becoming familiar with the specific rules and guidelines of the chosen academic event and communicate same to the students and their parents.
4. Coordinate snacks as needed and provide incentives for study, improvement, and participation.
5. In December, administer tests or hold group-level competition in oral events to determine 3 students and an alternate per grade level who will continue to meet weekly with you to prepare for the spring district meet.

**Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty or responsibility satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability recommended.

**Talents/Skills/Experience:**

- Written, oral and computer communication skills.
- Talents and/or knowledge which inspires you to enjoy leading a group of students in a particular event.

Written By: Lynn Petrik

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