

Brentwood Christian School
VIP Coordinator Job Description

Leadership Title: TCSIT/TAPPS Head Coach

Overall Job Description: Meet regularly 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 regularly beginning in the fall semester with an assigned group of students to prepare them for TCSIT or TAPPS academic competition with a prepared agenda and coaching materials.
2. 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.
4. In January or February, administer tests or hold group-level competition in oral events to determine 3 students and an alternate per event who will continue to meet regularly with you to prepare for the spring meets.

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: Libby Weed

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