



Contact: Neil Donato
Fine and Performing Arts Department Chair
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FORENSICS COACH

Department: Fine and Performing Arts

FLSA: Exempt

Reports to: Department Chair

Schedule: Part time, academic year, will include some evenings and weekends

Designation: Teaching Faculty

Travel: Occasional

POSITION SUMMARY

The Fine and Performing Arts Department has an opening for a qualified and innovative forensics instructor who is deeply knowledgeable and thoughtful about speech, debate, and theater activities for middle and secondary students.

Greenhills School is eager to consider applications from groups traditionally underrepresented in independent school communities. We want a diverse mix of talented people who want to join us as student centered educators and role models who bring joy and good humor to our classrooms, fields, and offices, employ a broad array of effective instructional methods, work collaboratively with colleagues, seek and respond to student feedback, and commit to reflective practice and continual growth. We pride ourselves on being a warm and welcoming inclusive community.

This Forensics Coach manages the extracurricular programs in the middle and upper school forensic teams, is responsible for the administration and operation of the competitive Individual Events program and for coaching the students in their events, and sponsors an active team as a member of the Michigan Interscholastic Forensic Association (MIFA). The Forensics coach works closely with the Integrated Public Speaking lead instructor.

DUTIES AND RESPONSIBILITIES

- Sponsors an active team as a member of the Michigan Interscholastic Forensic Association.
- Recruits new speech team members.
- Organizes and publishes a schedule of competition and in-school activities in conjunction with other members of the calendar committee.
- Provides individual and group instruction in preparation for tournament competition.
- Establishes performance requirements.
- Plans and executes school assemblies and evening performances.
- Plans and executes attendance with the team at invitationals and MIFA sponsored tournaments.



- Manages permission slips, the collection and deposit of activity fees
- Organize all coaches who include: staff, high school students, and parent volunteers.
- Recruit and train judges; schedule them for tournaments.
- Organizes and implements trips to the tournament sites.

SKILLS AND EXPERIENCE REQUIRED

- Undergraduate Degree, Speech and Theater training/concentration preferred.
- Proven experience with the age group required, teaching and/or forensics experience at the middle or secondary level preferred.
- The ideal candidate will have substantial expertise in the field and will be:
 - a student-centered educator, skilled in fostering persistent problem solving
 - knowledgeable about adolescents' intellectual, social, and emotional development and willing to positively greet the challenges and opportunities they present.
 - a professional oral and written communicator,
 - eager to work collaboratively with colleagues on curriculum design and pedagogy.

PHYSICAL REQUIREMENTS TO PERFORM THE ESSENTIAL FUNCTIONS

- Office environment.
- Repetitive motion, use of keyboard.
- Occasional light lifting and carrying.
- Regular standing, stooping and walking to various locations on campus.
- Greenhills School property is a tobacco-free environment.

HOW TO APPLY

Candidates should send a cover letter, resume, contact information for three professional references, and a completed Greenhills application form to: Jonathan Schwartz, Head of Middle School, and Neil Donato, Fine and Performing Arts Department Chair via email at jschwartz@greenhillsschool.org and ndonato@greenhillsschool.org. No phone inquiries please.

Application Deadline: We will continue accepting applications until the position is filled.

ADDITIONAL INFORMATION

The essential functions and basic skills have been included. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This position description is subject to change at any time.

Greenhills School is an Equal Opportunity Employer. Greenhills School does not unlawfully discriminate on the basis of age, gender, religion, race, color, sexual orientation, gender identity, genetic information, disability, or national or ancestral origin in the administration of its



educational policies, scholarship and loan programs, athletic and other School-administered programs, or in the administration of its hiring and employment practices.