



## Job Description

---

### Position Title: Middle School Academic Coach - Mock Trial

#### Purpose of Position

The academic coach is responsible for fulfilling the mission of Des Moines Christian School by equipping minds through mentoring young people as spiritual leader and role model. This position oversees implementation of program/club specific fundamentals and content area that is appropriate for the grade level being coached.

#### Position:

- Part-time
- Seasonal- According to activity season
- Stipend Pay

**Reports To:** Head of Activities

#### Qualifications:

- High School diploma or equivalent, preferred.
- Professing believer in Jesus Christ as Lord and Savior and committed to growing in relationship with Him.
- In agreement with the Des Moines Christian School Statement of Faith.
- In agreement with the Des Moines Christian School Biblical Convictions for Christian Education.
- Regularly attends and is actively involved in a church that affirms historic Christian orthodoxy (doctrine, faith, teaching, practice), consistent with the DMC Statement of Faith, through that church's public creed, confession, core beliefs, or statement of faith.

#### Professional Profile:

- Committed to the mission of DMC: *Equipping minds and nurturing hearts to impact the world for Christ.*
- Relates well to children in a positive and nurturing manner.
- Ability to work with diverse groups, including teachers, students, administrators, and parents.
- Characterized with integrity and maintains confidentiality.
- Maintains effective communication with athletes, parents, and administration.
- Upholds to school policies regarding student eligibility and/or code of conduct violations.

#### Responsibilities:

Coach and prepare team for competitions including:

- Assists students in creative, problem-based research.
- Contacts outside resources if needed.
- Provides students with necessary materials.
- Creates a fun, problem-solving atmosphere.
- Creates a practice schedule, reserve any needed rooms and resources.



Administrative Duties:

- Enrolls in competitions.
- Coordinates with the business office to order any needed supplies.
- Supervises any volunteers during the season.

Student learning and development:

- Develops trusting, productive relationships with students in order to create a safe, positive, and productive team environment.
- Puts students in a position to be successful by working hard.
- Seeks opportunities to help students develop mentally, emotionally, and spiritually through participation in the club / program.