



JOB DESCRIPTION

Job Title	Odyssey of the Mind
Department	Increments (Elementary, Middle School and High School)
Reports To	Building Principal
Classification	Certified
Location	
Salary	Increment based on percentage of base salary.
Length of Contract	As determined by building principal.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

Job Summary

The coach of the Odyssey of the Mind team is responsible for the selection and training of the team and for preparing the team for competition.

Essential Job Functions

- Organize and select teams.
- Set up team meeting times and places to practice.
- Read rules and regulations for OM and communicate to team.
- Meet and discuss program with parents.
- Prepare team for problem to be solved.
- Bring students into the community when appropriate.
- Collect proper materials for team.
- Secure money for supplies that will be in excess of allotment.
- Attend Coaches Training Session
- Compete at regional meet and possibly State meet.
- Communicate with Gifted Education Coordinator, building principals, and team parents.
- Follow applicable Eau Claire Area School District Rules and Regulations

Ancillary Job Functions

- Performs other related duties as assigned.

Required Qualifications – Required qualifications to effectively perform the job at the time of hire. An equivalent combination of education, training, and experience will be considered. Additional requirements and/or substitutions may be requested and require the approval of HR.

- Extensive education or experience/participation in Odyssey of the mind as a student or team member.

Preferred Qualifications – Highly desired education, training, and/or experience that may be helpful in performing the job, if applicable.

- Certified staff member at school where position exists.

Knowledge, Skills, and Abilities – May be representative, but not all-inclusive, of those commonly associated with this position.

- Ability to work with and motivate young people.
- Ability to organize students and teachers.
- Knowledge of different events
- Good interpersonal skills

Work Environment – Environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

- Normal classroom environment and moderate noise levels.

Physical Requirements – The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Regularly required to talk and hear.