



Kansas State High School Activities Association

601 SW Commerce Place, Box 495 • Topeka, KS 66601-0495 • Phone: 785-273-5329, Fax: 785-271-0236 • kshsaa@kshsaa.org • www.kshsaa.org

GARY P. MUSSELMAN, EXECUTIVE DIRECTOR

WILLIAM S. FAFLICK, EXECUTIVE DIRECTOR-ELECT

Assistant Executive Directors: Cheryl Gleason, David Cherry, Francine Martin, Mark Lentz, Jeremy Holaday, Craig Manteuffel
Member of the National Federation of State High School Associations

January 10, 2018

POSITION DESCRIPTION – KSHSAA ASSISTANT EXECUTIVE DIRECTOR

The Kansas State High School Activities Association is seeking qualified applicants for the position of Assistant Executive Director. The position reports to the Executive Director and will be available July 1, 2018.

Salary: Is negotiable and will be commensurate with experience. Some fringe benefits are included.

Experience and Qualifications: 1) Bachelor's degree in Education; Master's degree in Educational Administration or a related field; 2) Experience in interscholastic activities administration including but not limited to: coaching, officiating, athletic/activities director, student leadership, event management, scheduling, sport information management, technology, meeting planning, meeting presentation skills, an appropriate philosophy and advocacy for educational activity programs.

Preferred Qualifications: Master's degree; three years of administrative experience in school activities at the high school level or above; demonstrated public speaking and writing skills; knowledge of KSHSAA rules and policies; proven ability to effectively manage time and multiple tasks; flexibility in maintaining positive working relationships with colleagues and diverse constituencies; conflict resolution abilities and the ability to assist in public and media relations efforts of the Association.

Responsibilities: Administration of Soccer, Swimming & Diving, Student Council, Scholars Bowl, combined with other programs and services of the KSHSAA to possibly include, but not limited to, the support of officiating, sports medicine, coaches education, coaches recognition, administrative seminars and regional meetings, administrative hearings, KSHSAA calendar, and other responsibilities as assigned by the Executive Director.

To Apply: By close of business on February 16, 2018, candidates must submit the following to Bill Faflick, KSHSAA Executive Director – Elect at PO Box 495 Topeka, KS 66601-0495:

1. A one page letter of application for the position
2. A resume (two page maximum)
3. A writing sample, not to exceed 400 words
4. A schedule of relevant oral presentations in the past 12 months, include dates, event and locations
5. Salary requirements
6. A list of three references (with contact information)

DO NOT SEND CREDENTIAL FILES unless specifically directed to do so. Telephone applications will not be accepted.

Timeline: 1) February 16, 2018 application deadline - receipt of requested materials by close of business 2) By invitation, preliminary interviews conducted by Mr. Faflick, 3) Final interviews conducted by the Executive Director-Elect, Executive Director, and Executive Board in the spring. The new staff member will begin duties July 1, 2018.

The KSHSAA is an Equal Opportunity Employer