

# Kansas State High School Activities Association

601 SW Commerce Pl, Topeka, KS 66615 | PO Box 495, Topeka, KS 66601-0495  
Phone: 785-273-5329 | Fax: 785-271-0236 | [kshsaa@kshsaa.org](mailto:kshsaa@kshsaa.org) | [www.kshsaa.org](http://www.kshsaa.org)



Member of the National Federation of State High School Associations

December 1, 2023

## 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 no later than July 1, 2024.

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

**Experience and Qualifications:** 1) Bachelor's degree in Education or related field; professional leadership in education, athletics/activities, or a related field; 2) Experience in interscholastic activities administration including but not limited to: coaching/directing, adjudicating, 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 and/or leadership 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 Music (vocal, orchestra, band, piano), Spirit (cheer and dance), Debate, Speech and Drama, combined with other programs and services of the KSHSAA to possibly include, but not limited to, the support of officiating, sports medicine, coach/director education, coach/director recognition, administrative seminars and regional meetings, administrative hearings, KSHSAA calendar, and other responsibilities as assigned by the Executive Director. Click [HERE](#) for a detailed job description.

**To Apply:** By close of business on February 2, 2024, candidates must submit the following to Bill Faflick, KSHSAA Executive Director at PO Box 495 Topeka, KS 66601-04955 or digitally to [bfaflick@kshsaa.org](mailto:bfaflick@kshsaa.org) and [mnichol@kshsaa.org](mailto:mnichol@kshsaa.org).

1. A one-page letter of application for the position
2. A resume (two page maximum)
3. A one-page (maximum) written response to the prompt: *As I serve with the KSHSAA team, my priorities will...*
4. A schedule of relevant oral presentations in the past 12 months, include dates, event titles, and locations
5. Salary requirements
6. A list of three references (with contact information) – letters of recommendation not required at this time

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

**Timeline:** 1) February 2, 2024 application deadline - receipt of requested materials by close of business 2) By invitation, preliminary interviews conducted by the Executive Director, 3) Final interviews conducted by the KSHSAA staff, Executive Director and Executive Board in the spring. The new staff member will begin duties no later than July 1, 2024.

*The KSHSAA is an Equal Opportunity Employer*

**Executive Director:** Bill Faflick **Assistant Executive Directors:** Mark Lentz, Jeremy Holaday, Craig Manteuffel, Rod Garman, Kyle Doperalski, Sarah Smith **Director of Operations:** Brent Unruh  
**Director of Officials:** Scott Goodheart **Financial Services Manager:** Lori Brock **Information Technology Manager:** Bob Maendele

**Executive Board:** President: Justin Seuser, Buhler; Vice President: Mike Kastle, Parsons USD 503; Secretary/Treasurer: Justin Briggs, Dodge City-Comanche; Kellen Adams, Leavenworth USD 453; Rick Byers, Kansas City-Turner; Eric Hofer-Holdeman, Wichita-Northwest; Deena Horst, Salina; Alan Penrose, Lansing; Travis Powell, Greensburg-Kiowa County; Casey Seyfert, Beloit; Linda Wiley, Topeka; Paul Zuzelski, Syracuse