



Kansas State High School Activities Association

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BILL FAFLICK, EXECUTIVE DIRECTOR

Assistant Executive Directors: Francine Martin, Mark Lentz, Jeremy Holaday, Craig Manteuffel, Rod Garman, Annie Diederich, Kyle Doperalski

Director of Operations: Brent Unruh

Member of the National Federation of State High School Associations

January 23, 2023

POSITION ANNOUNCEMENT – KSHSAA DIRECTOR OF OFFICIALS

The Kansas State High School Activities Association is seeking qualified applicants for the position of Director of Officials. The position reports to the Executive Director and will begin no later than July 1, 2023.

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

Experience and Qualifications: 1) Bachelor's degree (education or a related field preferred); service in officiating/athletics; 2) Experience with education-based activities including but not limited to: recruiting/training/assigning officials, coaching, athletic administration, student leadership, event management, scheduling, sport information management, technology, meeting planning, meeting presentation skills, an appropriate philosophy and advocacy for educational activity programs.

Responsibilities: Leadership of the KSHSAA Officials Department to include the oversight of Officials Services Department including the recruitment, training, and retention of the KSHSAA officiating pool. The Director will support all Association programs using registered officials through the registration, training, postseason assignment process, and coordinate the recognition and retention program for officials. Click [HERE](#) for a detailed job description.

To Apply: By close of business on **March 1, 2023**, candidates must submit the following to Bill Faflick, KSHSAA Executive Director at PO Box 495 Topeka, KS 66601-0495 or via email at bfafllick@kshsaa.org and 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: ***“My first year as the KSHSAA Director of Officials will...”***
4. Salary requirements
5. A list of three references (with contact information) – letters of recommendation not required at this time

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

Timeline: 1) March 1, 2023 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 and staff. The new staff member will begin duties no later than July 1, 2023.

The KSHSAA is an Equal Opportunity Employer