



Kansas State High School Activities Association

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GARY P. MUSSELMAN, EXECUTIVE DIRECTOR

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

November 24, 2014

POSITION DESCRIPTION – KSHSAA ASSISTANT EXECUTIVE DIRECTOR of FINE ARTS

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, 2015.

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

Experience and Qualifications: 1) Bachelor's degree in Education with special emphasis in music and fine arts or dramatic arts, including speech and debate, Educational Administration or a related field; 2) Experience in interscholastic activities administration including but not limited to: directing music and speech and debate activities, activities director, event management, scheduling, adjudicating music and speech/debate events, information technology, meeting planning, meeting presentation skills, an appropriate philosophy and advocacy for educational activity programs.

Preferred Qualifications: Master's degree; teaching or administrative experience in school activities at the high school level or above; demonstrated public speaking and excellent writing and proofreading skills; knowledge of KSHSAA rules, policies and history; 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 vocal, instrumental and orchestral music, piano, debate, speech and drama activities, spirit activities (cheer and dance) camps and clinics, Citizenship/Sportsmanship programs, administer sanctioning of approved events, develop and conduct rules meetings for debate, speech and drama, and spirit coaches, schedule and assign adjudicators and/or other officials for music, speech, piano and debate. Responsibility for development of KSHSAA calendars and coordinates member school entry forms materials in all activities. Represent the KSHSAA on NFHS Debate Topic Selection Committee, at NFHS music and speech activities, and other responsibilities as assigned by the Executive Director.

To Apply: By January 31, 2015, candidates must submit the following to Gary Musselman, KSHSAA Executive Director 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

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

Timeline: 1) January 31 application deadline for all materials, 2) By invitation, preliminary interviews conducted by Mr. Musselman, 3) Final interviews conducted by the Executive Director and Executive Board in the spring. The new staff member will begin duties July 1, 2015.

The KSHSAA is an Equal Opportunity Employer