



# 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

**BILL FAFLICK, EXECUTIVE DIRECTOR**

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

Office and Operations Manager: Brent Unruh

Member of the National Federation of State High School Associations

January 21, 2022

## 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, 2022.

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

**Experience and Qualifications:** 1) Bachelor's degree in Education; professional leadership in education, athletics, 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 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 Basketball, Cross Country, and Track & Field, combined with other programs and services of the KSHSAA to possibly include, but not limited to, the support of officiating, sports medicine, 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 23, 2022,** candidates must submit the following to Bill Faflick, 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 (please provide an example of an existing writing sample such as a professional article, correspondence or communication)
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 23, 2022 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 Executive Director, Executive Board, and Association staff in the spring. The new staff member will begin duties July 1, 2022.

*The KSHSAA is an Equal Opportunity Employer*