



## Notice of Position Availability

### *Commissioner* *Kentucky High School Athletic Association*

The Kentucky High School Athletic Association is officially announcing a vacancy for the position of Commissioner of the Kentucky High School Athletic Association, which has been created by the July 2010 retirement of Commissioner Brigid L. DeVries. This individual serves as the chief administrative officer of the Kentucky High School Athletic Association, a non-profit organization whose members are accredited high schools in Kentucky.

The office of the Association is located in Lexington, Kentucky at 2280 Executive Drive. The Commissioner is responsible for the general administration of the KHSAA headquarters in Lexington, Kentucky and employing all administrative and support staff within the budgetary limitations established by the Board of Control; reporting to the Board of Control at their scheduled meetings; and providing leadership, direction and support to the 277 KHSAA member schools.

### **QUALIFICATIONS**

#### **The successful candidate should:**

- Demonstrate effective leadership skills for working with the Association's membership and committees.
- Have the ability to supervise the KHSAA office and staff, and provide leadership in the Association's day-to-day operations.
- Have budget experience and ability to manage the Association's finances and publications.
- Have excellent communication skills and the ability to use these skills, in written and verbal form, with individuals as well as both small and large groups.
- Relate to the legislature, the Kentucky Department of Education and Kentucky Board of Education and other related governmental agencies.
- Be able to interface with professional education groups.
- Demonstrate the ability to plan and direct the level of programming and activities at a high level, comparable to the current Association's programs, competitions and activities.
- Be able to coordinate and manage technology.
- Demonstrate the ability to lead.
- Demonstrate expertise in public relations necessary to secure professional, lay and parental support throughout the state for the Association and its activities.
- Be a consensus-builder.
- Continue to establish organizational goals in the realization of the mission of the Association.
- Have a reputation of sound integrity, honesty and moral character.
- Be knowledgeable and well-read.
- Be a change agent where appropriate.

### **EDUCATION/GENERAL EXPERIENCE REQUIREMENTS**

- Have a minimum four (4) year college degree, with a master's degree or equivalence preferred.
- Possess other professional education experience commensurate with job responsibilities.
- Have a background in Sports Administration or administration at the secondary or college level.
- Experience with the legal process at all levels.
- Prior positions of leadership.
- Understanding of the role of the KHSAA.

## **TERMS, SALARY AND BENEFITS**

The position is a full-time position.

The successful candidate will qualify for membership in the Kentucky Teachers Retirement System and follow the hiring guidelines of background and criminal records check as required by the Kentucky Department of Education

By adopted policy, the successful applicant must live in Fayette County, or a county that is contiguous with Fayette County

Salary is set by the Board of Control and will be commensurate with experience.

Contract length is determined by the Board.

Benefits include individual health insurance, retirement system match, and annual paid sick and vacation leave.

Current or retired Kentucky Teacher Retirement System members must comply with all KTRS regulations.

This position is exempt from Federal and State wage and hour laws and not entitled to overtime pay.

This position will pay into the Social Security system.

## **APPLICATION PROCESS**

Application packet should include the following:

1. Letter of application and interest, directed to KHSAA Board President David Weedman.
2. A resume that reflects the qualifications and skill for the position. Include contact information on the last three positions held, including your current position.
3. A list of four references, only one of which should be a character reference. Please include addresses, phone numbers and e-mail addresses for all references.
4. Persons interested should submit by mail 5 copies of the application packet to:

Dr. Dave Weedman, Board of Control President  
705 Greenridge Lane  
Louisville, KY 40207  
[Dave.Weedman@shelby.kyschools.us](mailto:Dave.Weedman@shelby.kyschools.us)

## **APPLICATION TIMELINE**

1. March 1, 2010 - Postmark deadline for applications
2. Late March, 2010 - Interviews with the finalists
3. June 2010 - Anticipated start date for new Commissioner.

Applications for this position from individuals not offered employment will be considered for any additional similar positions available prior to December 31, 2010 without additional re-listing or re-advertising.

The Kentucky High School Athletic Association does not discriminate on the basis of race, color, national origin, age, religion, marital status, sex, or disability in employment, educational programs, or activities as set forth in Title IX and Title VI, and in Section 504 and is an Equal Opportunity Employer.

*It is the mission of the KHSAA to establish, promote, and deliver the highest quality interscholastic athletic programs and activities in an efficient and progressive manner that emphasize participation, safety, sportsmanship, and integrity to enhance the educational experience of the student-athlete.*

The KHSAA is subject to a consent decree entered by the United States District Court in the case of Alston, et. al. vs. The KHSAA, et. Al. in 1971. The decree provides, among other things, that the day to day management of the KHSAA will be by a Commissioner and four to five Assistant Commissioners, at least one of which shall be African-American, and at least one of which shall be female.