



Kentucky High School Athletic Association  
*Vacancy Announcement for the position of*  
**Assistant Commissioner**

**DEADLINE – JUNE 15, 2008**

The Kentucky High School Athletic Association is accepting applications for the position of Assistant Commissioner.

*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.*

**QUALIFICATIONS**

- A minimum four (4) year college degree
- Professional education experience commensurate to job responsibilities
- Ability to plan and direct the level of programming and activities comparable to the Association's programs of competitions and activities
- Background in Education and/or Administration
- Public speaking and public relations experience
- Computer competency and attention to detail essential
- Effective leadership skills for working with the Association membership, committees, sports officials, related governmental agencies, boards and other groups
- Event management experience, including event coordination. Experience specific to sports management and/or sports officiating is preferred
- Ability and desire for statewide travel that frequently extends beyond the work day
- High school and/or collegiate administrative experience
- Human Resources background
- Accounting or budget experience

**TERMS, SALARY AND BENEFITS**

- The office of the Association is located in Lexington, Kentucky
- Special consideration will be given to candidates with advanced degrees and/or experience in a high school athletic association and/or high school/central office administration
- 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
- This is a full-time position
- 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 (adopted salary schedule) and will be commensurate with experience. For 2007-2008 this range is \$63,000 to \$81,000

- 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

### **APPLICATION PROCEDURES**

Persons interested should submit a letter of interest, resume, to include contact information for the last three positions held, and three (3) letters of recommendation to:

Commissioner Brigid L. DeVries  
KHSAA  
2280 Executive Drive  
Lexington, KY 40505

Anticipated employment date is after August 1, 2008, however, the start date for the successful candidate will be negotiable upon selection. Deadline for submission of resume and supporting materials is June 15, 2008.

Applications for this position from individuals not offered employment will be considered for any additional similar positions available prior to December 31, 2008 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.

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, inter alia, 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.