



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

DEADLINE FOR SUBMISSION OF RESUMES AND COVER LETTER FOR CONSIDERATION: MAY 31, 2010

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

RESPONSIBILITIES OF THE POSITION

Serve as Assistant Commissioner, employed full-time at the KHSAA offices in Lexington. Duties of the position anticipated to include but are not limited to:

- ♦ Managing all facets of assigned sports. The successful applicant will be assigned a minimum of two sports and/or activities. Those duties include but are not limited to:
 - ♦ Serving as the association's staff playing rules interpreter, including potential review of film and play situations, rules questions, and serving as a liaison between the coaches, officials, assigning secretaries and the KHSAA. In specific sports, outside assistance with interpretation of rules is an option, pending approval by the Commissioner;
 - ♦ Arranging and preparing material for rules clinics for coaches and officials;
 - ♦ Assisting the Commissioner with the alignment of teams into geographic groupings, subject to Board of Control approval;
 - ♦ Coordinating the administrative tasks for the postseason championships in assigned sports to include site identification, assistance with ticket sales, potential concession supervision, hiring of auxiliary workers, officials assignments, review of the event program, reconciliation of ticket receipts and expenses; and
 - ♦ Conducting state committee and assigning secretary meetings to handle the concerns related to assigned sports.
- ♦ Assisting in editing all KHSAA publications.
- ♦ Participating in eligibility investigations as requested by the Commissioner.
- ♦ Assisting in ongoing review of court decisions, legal opinions, regulations, statutes, and proposed legislation and regulations at Federal and State level to determine long-range impact on association programs.
- ♦ Participating as feasible, as a member of National Federation, Kentucky Department of Education, or Board of Control directed committees, Task Forces, Meetings and / or Focus Groups.
- ♦ Other general duties as may be assigned by the Commissioner.

A detailed job description and final expectations will be developed following employment of the successful candidate.

QUALIFICATIONS (REQUIRED)

- ♦ Minimum four (4) year college degree.
- ♦ Professional experience commensurate to job responsibilities.
- ♦ Demonstrated ability to plan and direct programming and activities comparable to the Association's programs of competitions and activities.
- ♦ Public speaking and public/community relations experience.
- ♦ Computer proficiency. Successful applicant will have access to the Microsoft Office Suite as well as other electronic resources as needed.
- ♦ Accurate attention to detail in completion of projects.
- ♦ Demonstrated leadership skills for working with the Association membership, committees, sports officials, related governmental agencies, boards and other groups.
- ♦ Ability and desire for statewide travel that frequently extends beyond the work day.

EXPERIENCES TO BE DETAILED IF AVAILABLE (PREFERRED BUT NOT REQUIRED)

- ♦ Event management experience.
- ♦ Experience specific to sports management and/or sports officiating. Applicants should note the requirement for details listed under application procedures.
- ♦ Background in education; or high school and/or collegiate administrative experience, particularly in athletics.
- ♦ Business, accounting or budget experience including human resources.
- ♦ Due to the provisions of the Federal Court Order (Alston, et. al. vs The KHSAA, et. al.) as detailed below and the composition of the current staff, preference for the hiring of this position will be given to female applicants.

TERMS, SALARY AND BENEFITS

- ♦ The office of the Association is located in Lexington, Kentucky. Significant travel within the state is required.
- ♦ 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. Current or retired Kentucky Teacher Retirement System members must comply with all KTRS regulations. Due to currently contracted employees, the KHSAA may not hire a re-employed retiree working under the provisions and limitations of the Daily Wage Threshold for this position at this time.
- ♦ This is a full-time position, exempt from Federal and State wage and hour laws and not entitled to overtime pay.
- ♦ Salary is set by the Board of Control (adopted salary schedule) and will be commensurate with experience. Applicants are given 1:1 credit for service time within KTRS or the Kentucky Employees Retirement System. Other experiences will be reviewed prior to determination of service credit for application to the salary schedule. For 2009-2010 this range is \$64,266 to \$82,628.
- ♦ Benefits include fully paid individual health insurance, KTRS full match, social security and medical withholdings and full match, and annual paid sick and vacation leave including accrual of unused sick leave.

APPLICATION PROCEDURES

Interested applicants should submit via U.S. mail a letter of interest, resume and not more than four references. Of the references, only one such reference should be a personal reference. All references should contain all contact information including day, night and cell (if available) contacts, and electronic mail addresses. Within the letter of interest, applicants should detail specific experience participating in, officiating or coaching sports, particularly basketball, cross country, golf, softball (fast pitch), swimming, tennis, track and field, and volleyball.

Send the information to:

Julian Tackett, Commissioner Elect
KHSAA
2280 Executive Drive
Lexington, KY 40505

Anticipated employment date is around July 1, 2010, however, the start date for the successful candidate will be negotiable upon selection. Deadline for submission of letter of interest, resume and supporting materials is May 31, 2010.

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.

ABOUT THE KHSAA

The Kentucky High School Athletic Association was organized in 1917 and is the agency designated by the Kentucky Department of Education to manage high school athletics in the Commonwealth under 702 KAR 7:065 as empowered by KRS 156.070. The Association is a voluntary nonprofit 501 3(c) organization made up of 277 member schools both public and private. The KHSAA sanctions state championships in 19 sports, licenses and supports training for over 4,000 officials, provides catastrophic insurance for its member school student athletes as well as overseeing coaching education and sports safety programs and conducting leadership enhancement programs for interscholastic student-athletes.

The Association office is located at 2280 Executive Drive in Lexington, KY (40505). More background information can be found about the KHSAA by visiting the KHSAA web site at www.khsaa.org

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.

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.