



**Position Posting**  
**SDHSAA Assistant Executive Director**

NOTICE IS HEREBY GIVEN that the South Dakota High School Activities Association is posting an Assistant Executive Director position for consideration. This position will remain open until **May 14, 2021**. Applications received after 4:30 PM on May 14, 2021 will not be considered.

This SDHSAA Assistant Executive Director position is responsible for administration and interpretation of sports playing rules and policies for most SDHSAA boys athletics, as well as boys and girls Cross Country, Golf, Soccer, Wrestling, and Track and Field. In addition, this Assistant Executive Director position works with the Executive Director in the areas of coaches education, player/coach ejections, athletic sanctions, sportsmanship initiatives, Sports Medicine Advisory initiatives, Athletic Director education, and ADM calculation during classification years.

**Required Qualification:** Bachelor's degree in education or related field.

**Preferred Qualification:** Graduate/master's degree in education administration, sports management, or related field, advanced NIAAA certification (RAA, CAA, CMAA), experience in athletic administration and/or event management.

Organized in 1905, the South Dakota High School Activities Association is a voluntary non-profit creature of SDCL 13-36-4 and is responsible for the oversight, direction, and coordination of interscholastic athletics and fine arts activities carried on by its member high schools in the State of South Dakota. Its 181 member high schools are comprised of public, private, direct federal, and federal grant high schools. Its nine-member elected and representative Board of Directors is comprised of representation within four divisions based upon size, two Board of Education member divisions based upon size, Native American School representation, and East and West River At-Large positions. The SDHSAA sanctions, directs, and coordinates 33 different state events across 23 different athletic and fine arts activities.

Interested parties should submit a letter of application, completed SDHSAA application, resume, and references to SDHSAA Executive Director Dr. Daniel Swartos via e-mail at [daniel.swartos@sdhsaa.com](mailto:daniel.swartos@sdhsaa.com) or via physical mail addressed to:

**SDHSAA**  
**Attn: Dan Swartos**  
**PO Box 1217**  
**Pierre, SD 57501**

Questions regarding the position should be directed to Dr. Swartos via e-mail at [daniel.swartos@sdhsaa.com](mailto:daniel.swartos@sdhsaa.com) or via telephone at 605-224-9261.



***SDHSAA Assistant Executive Director  
Job Description***

**POSITION TITLE:** SDHSAA Assistant Executive Director

**FLSA STATUS:** Non-Exempt

**REPORTS TO:** SDHSAA Executive Director, SDHSAA Board of Directors

**SUPERVISES:** SDHSAA Administrative Assistant Staff, Sport-Specific Official's Coordinators

**POSITION LOCATION:** SDHSAA Office- Pierre, SD

**GENERAL DESCRIPTION OF POSITION:** This SDHSAA Assistant Executive Director position is responsible for administration and interpretation of sports playing rules and policies for most SDHSAA boys athletics, as well as boys and girls Cross Country, Golf, Soccer, Wrestling, and Track and Field. In addition, this Assistant Executive Director position works with the Executive Director in the areas of coaches education, player/coach ejections, athletic sanctions, sportsmanship initiatives, Sports Medicine Advisory initiatives, Athletic Director education, and ADM calculations in classification years.

**ESSENTIAL AND RELATED JOB RESPONSIBILITIES OF THE SDHSAA ASSISTANT EXECUTIVE DIRECTOR:**

- Administration and interpretation of sports playing rules and policies in Cross Country, Golf, Football, Soccer, Wrestling, and Track and Field.
- Administration of SDHSAA sub-state and state championship events of Cross Country, Boys and Girls Golf, Football, Boys and Girls Soccer, Boys Basketball, Wrestling, and Track and Field.
- Work cooperatively with local site host administration and venue staff at state championship events.
- Coordination of advisory committees in the sports listed above, plus the Sports Medicine Advisory Committee and the In/Out-of-Season/AD Advisory Committee.
- Assists SDHSAA Executive Staff on Coach/Director Education programs.
- Assists SDHSAA Executive Staff on Sportsmanship Initiatives.
- Assigning of officials for and Scheduling of all SDHSAA Football contests
- Member of NFHS Football Rules Committee
- Executive staff member responsible for administration of player/coach ejections.
- Executive staff member responsible for athletic sanctions.
- Assist SDHSAA Executive Staff with ADM calculation and region alignment during classification years.
- Attendance at NFHS rules interpreter meetings and other committee meetings as necessary.
- Attendance at annual NFHS Summer Meeting.
- Reporting to SDHSAA Board of Directors at all Regular and Special Meetings of the Board of Directors.
- Assists SDHSAA Executive Staff on legislative and legal issues.
- Assists SDHSAA Executive Staff on annual New AD training.
- Assist SDHSAA Executive Director with venue contracts for state events.
- Engage the media effectively to relate SDHSAA information to the general public, to include television, radio, and print interviews.
- Assist SDHSAA Executive Staff in social media engagement through official channels.
- Other duties as assigned.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

- Excellent verbal and written communication skills across a wide variety of stakeholders, to include students, parents, coaches, administrators, officials, legislators and other elected officials, media, and venue staff.
- Ability to manage stress and high-emotion situations effectively.
- Ability to meet deadlines, multi-task, and stay organized.
- Ability to work effectively in a team-oriented environment.
- Ability to relate to, engage diplomatically, and develop positive relationships with coaches, Athletic/Activity Directors, other school administrators, and officials.
- Basic knowledge of technology software applications and web-interface programs.
- Possession of or ability to quickly acquire high level of knowledge regarding sport specific rules and policies and apply those rules and policies pragmatically.
- General knowledge of the budgetary process.
- Public speaking in a variety of settings, to include media interviews, presentations to local and state level groups, and presentations to the SDHSAA Board of Directors.

**REQUIRED QUALIFICATIONS:** Bachelor's degree in education or related field.

**PREFERRED QUALIFICATIONS:** Graduate/master's degree in education administration, sports management, or related field, advanced NIAAA certification (RAA, CAA, CMAA), experience in athletic administration and/or event management.

**GENERAL TIMELINE (SUBJECT TO CHANGE):**

- Position opens: April 26, 2021
- Position closes: May 14, 2021
- Interviews: Week of May 22-26, 2021
- Selection of Candidate: Week of May 24-28, 2021
- Transition Period: TBD as applicable/possible, June 2021.
- Position Start Date: July 1, 2021 (Negotiable if necessary)

**OTHER INFORMATION:**

- Salary- TBD, commensurate with experience
- Benefits-
  - Full family health insurance with annual HSA contribution
  - Single dental insurance coverage
  - Complimentary \$15,000 life insurance policy
  - 6% matching contributions to SDRS
  - Annual, Personal, and Sick Leave per SDHSAA Policy Manual

**REQUIRED APPLICATION MATERIALS:**

- Letter of Application
- Official SDHSAA Application Form
- Resume
- Three (3) Letters of Reference

**SDHSAA CONTACT FOR QUESTIONS REGARDING THE POSITION:**

- SDHSAA Executive Director Dan Swartos
  - [daniel.swartos@sdhsaa.com](mailto:daniel.swartos@sdhsaa.com)
  - 605-224-9261

**THE SDHSAA IS AN EQUAL OPPORTUNITY EMPLOYER.** In accordance with all Federal and State Laws, the SDHSAA does not discriminate on the basis of race, color, creed, religion, national origin, ancestry, gender, marital status, pregnancy, sexual orientation, age, disability, veteran's status, or any other protected class in the offering of all services and employment opportunities.