

Vacancy Announcement



South Dakota High School Activities Association

Executive Director

Applications available at www.sf.k12.sd.us.

Application deadline October 28, 2016

Position begins July 1, 2017

General Responsibilities

1. Prepares the budget and supervises the SDHSAA finances.
2. Selects, assigns, and supervises staff in cooperation with the Board of Directors.
3. Interprets and enforces the SDHSAA rules and regulations, including the Constitution and By-laws of the SDHSAA.
4. Administers the SDHSAA's waiver of eligibility rules, makes decisions on all cases, and serves as the Board's representative during appeal cases.
5. Provides leadership and direction in the management of services for member schools.
6. Provides leadership and direction in the management of services for all sports officials registered with the SDHSAA.
7. Serves as the official spokesperson for the SDHSAA in communications with employees and member schools.
8. Responsible for public and media relations.
9. Serves as liaison for the SDHSAA Foundation.
10. Serves as the official spokesperson for the SDHSAA in communication with the South Dakota Department of Education, State Board of Education and other educational organizations.
11. Serves as the administrator of the SDHSAA insurance programs.
12. Prepares agendas and exhibits for all regular and special meetings of the Board of Directors.
13. Oversees the completion of an annual audit of the SDHSAA as per the provisions set forth in SDCL 13-36-5.
14. Writes and publishes all minutes of regular, special, and annual Board meetings.
15. Serves as the chief liaison between the SDHSAA and the National Federation of State High School Associations.

Position Qualifications

1. Master's degree in school administration or related field, with a broad education background including school administration, finance, personnel and supervision, and finance management.
2. Experience in an education setting or association work with recent supervisory or managerial level responsibilities, including financial and budgetary administration.
3. Demonstrated human relations skills in organizing, leading, and supervising personnel, in addition to collaborating with related organizations and professional groups.

Compensation

Annual salary is negotiable depending on education and experience. A comprehensive benefits package is offered.

Application

Candidates must apply online at www.sf.k12.sd.us. Click *Employment*, then *View Open Positions*. Candidates must upload the following documents to the online application:

- Letter of application
- Résumé
- Two/Three letters of recommendation

For application questions and assistance, please contact Marni Gray, Sioux Falls School District-Human Resources, 605-367-7661 or marni.gray@k12.sd.us.