

**ANNOUNCEMENT OF JOB SEARCH:  
GEORGIA HIGH SCHOOL ASSOCIATION EXECUTIVE DIRECTOR**

**APPLICATION PROCESS**

Resumes for this position may be submitted between April 1, 2017, and April 28, 2017. Resumes will be reviewed by the GHSA Board of Trustees, and the selected candidate will be presented to the GHSA Executive Committee for ratification at a called Executive Committee meeting in May, 2017. The beginning date for the position is negotiable, but no later than June 1, 2017. Resumes should be mailed to:

AWC  
Counsel for GHSA  
P.O. Box 1206  
Thomaston, GA 30286

**SCOPE OF DUTIES**

The Executive Director is the association's chief executive officer who oversees staff functioning, interprets the GHSA Constitution and By-laws, and represents the association with educational, political, and athletic administration leaders on both state and national levels.

Specific areas of responsibility are:

- Financial oversight - Budget formation and management; reserve fund management
- Technology oversight - including web site and office technology
- Marketing and Public Relations oversight - corporate partners and merchandising programs
- Oversight of issues involving Legislation and Litigation
- Management of issues related to sports rules
- Oversight of sports medicine policies
- Management of playoff competitions - securing venues and developing procedures

**SKILLS AND EXPERIENCE DESIRED**

- Possess an advanced degree - at least the Masters level
- Have a thorough understanding of high school athletics as shown with multiple years of experience
- Multiple years in administrative educational leadership
- History of effective problem solving skills
- Evidence of effective organizational abilities
- Experience with budgetary and financial management duties
- Proven ability to work effectively with other people
- Awareness of school law -especially in athletics
- Knowledge about working with the State Legislature
- Knowledge about working with other state associations on regional and national levels
- Ideas for moving the GHSA forward in the changing educational landscape

**COMPENSATION**

Salary will be commensurate with the applicant's skills and experiences. The benefits package includes a 403b retirement program and a fully-paid health insurance program.

## **GHSA EXECUTIVE DIRECTOR**

### **SCOPE OF DUTIES**

#### **INTERNAL ASSOCIATIONAL RESPONSIBILITIES**

1. General Personnel Management
  - a. Creating staff positions
  - b. Hiring staff members
  - c. Staff deployment and supervision
2. Financial Oversight
  - a. Budget formulation and review
  - b. Investment management review
  - c. Analysis of income and expenditures during the fiscal year
3. Association Rules Management
  - a. Maintaining a working knowledge of the GHSA Constitution and By-laws
  - b. Interpreting GHSA rules and procedures for a variety of people and groups
  - c. Maintaining an awareness of changes in by-laws and procedures made by other state associations
  - d. Maintaining an awareness of trends of academic policies that are occurring in member schools
  - e. Maintaining an awareness of sports rules and their changes that come from the NFHS and other rules publishers
  - f. Being proactive in suggesting policy changes to advance the association and/or resolve association problems
4. Technology Oversight
  - a. Coordinating the efforts of the GHSA Director of Technology in regard to the:
    - i. Development and maintenance of computer-based programs for the internal operations of the association
    - ii. Development and maintenance of GHSA web site and other communication tools
  - b. Developing online presentations for GHSA Rules Clinics for coaches and officials
    - i. Developing power point programs
    - ii. Doing voice-overs for the presentations
    - iii. Coordinating other personnel Involved in the clinic presentations.
  - c. Maintaining awareness of innovations in the rapidly changing world of technology
5. Health and Wellness Oversight
  - a. Maintaining awareness of relevant sports medicine issue affecting GHSA athletes and coaches
    - i. Through publications of the NFHS Sports Medicine Advisory Committee
    - ii. Through publications and seminars on health and wellness issue
  - b. Coordinating the efforts of the GHSA Sports Medicine Advisory Committee to evaluate GHSA policies and procedures, and to recommend possible changes when needed
6. Competition Management
  - a. Coordinating the efforts of staff members in regard to managing interscholastic competitions
    - i. Regular-season issues
    - ii. Playoff issues
      1. Structure of the playoff format
      2. Site procurement issues
      3. Event logistics and volunteer staffing
  - b. Maintaining an awareness of national trends to produce quality championship events through NFHS resources
  - c. Coordinating GHSA Calendar development

7. Maintain effective relationships with the GHSA leadership
  - a. Executive Committee members
  - b. Region Secretaries
  - c. Advisory groups

## **EXTERNAL ASSOCIATIONAL RESPONSIBILITIES**

1. Marketing Management
  - a. Coordinating the efforts of the GHSA Marketing Director in regard to enhancing association branding
  - b. Coordinating negotiations about corporate partner contracts and servicing Issues
    - i. Corporate sponsors and their levels of involvement
    - ii. GHSA licensing programs
    - iii. GHSA merchandising programs
    - iv. GHSA “Official Ball” programs
  - c. Coordinating negotiations about media partner contracts and servicing issues
    - i. Television productions
    - ii. Radio network
    - iii. Web streaming initiatives and oversight of “ghsa.tv” operations
  - d. Maintaining awareness of national trends in marketing and media strategies
2. Legal Issues Oversight
  - a. Coordinating the efforts of the GHSA Legal Counsel
    - i. In regard to GHSA litigation {actual or anticipated}
    - ii. In regard to case law from other states that could affect the GHSA
  - b. Maintaining contact with resources for legal matters from the National Federation of State High School Associations that will be useful for the GHSA
  - c. Bringing these legal issues to the attention of the Executive Committee
3. Political Issues Oversight
  - a. Coordinating the efforts of the GHSA Lobbyist in regard to legislative strategies
  - b. Maintaining awareness of bills that will affect the GHSA, and discussing those matters with legislators
  - c. Testifying at legislative hearing on behalf of the GHSA
  - d. Maintaining awareness of legislative actions in other states that might become issues in Georgia
4. GHSA Message Management
  - a. Coordinating the efforts of the GHSA Media Relations Director to formulate GHSA messages
    - i. In regard to regular GHSA publications - including the GHSA web site.
    - ii. In regard to special incidents/issues that get media attention
  - b. Making yourself accessible to print and electronic media personnel for interviews
5. Public Relations Management
  - a. Maintain a strong working relationship with “sister agencies” in Georgia
    - i. Georgia Association of Educational Leaders
      1. Georgia School Superintendents Association
      2. Georgia Association of Secondary School Principals
    - ii. Georgia School Boards Association
    - iii. Georgia Athletic Directors Association
    - iv. Georgia Athletic Coaches Association
    - v. Georgia Department of Education
    - vi. State Board of Education
    - vii. American Association of Adapted Sports Programs
    - viii. Georgia Recreation and Parks Association

- ix. Georgia Emergency Management Agency
- x. Georgia Concussion Coalition
- xi. Georgia Athletic Officials Association
- b. Maintain a strong working relationship with associations outside Georgia
  - i. National Federation of State High School Associations
    - 1. NFHS national office
    - 2. Other member state associations
  - ii. National Interscholastic Athletic Administrators Association
  - iii. National Association of Sports Officials
- c. Maintain effective interaction with the general public in spoken and written communications
  - i. Individual school administrators
  - ii. Individual coaches
  - iii. Parents
  - iv. Others in the general public