

ANNOUNCEMENT OF VACANCY
For the position of ASSISTANT EXECUTIVE DIRECTOR

The Board of Directors of the West Virginia Secondary School Activities Commission announces an opening for the position of Assistant Executive Director.

QUALIFICATIONS / EXPECTATIONS

1. Master's Degree with background in Education Administration - Preferred
2. Minimum of 5 years' experience in Education Administration - Preferred
3. Experience working with WVSSAC activities, i.e. directing sectional, regional and state tournaments
4. Effective leadership, administrative, and interpersonal skills
5. Ability to communicate effectively with principals, coaches, officials, WVSSAC Board of Directors, and media
6. Thorough knowledge of and ability to interpret the Constitution and Bylaws of the WVSSAC
7. Possess financial management skills
8. Flexibility with respect to travel
9. Knowledge of computer operations: i.e. power point, Microsoft Office, excel, etc.
10. Areas of Responsibilities include but are not limited to: Sports Medicine/Coaches Education, Cheer and Swim.

BENEFITS

1. Salary - Determined by Board of Directors as recommended by the Executive Director
2. Health Insurance, Life Insurance, and retirement under the West Virginia Public Employees System
3. Expense account for WVSSAC related activities
4. Contract period as defined by the Constitution and Bylaws of the WVSSAC

APPLICATION, SCREENING AND SELECTION TIMELINES

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| 1. Post | March 5, 2018 |
| 2. Application deadline (In office by) | April 3, 2018 |
| 3. Screening of applications concluded | April 6, 2018 |
| 4. Interviews concluded | April 20, 2018 |
| 5. Approval by Board of Directors | May 1, 2018 |
| 6. Initial employment date | July 1, 2018 |

SELECTION PROCEDURE

Only those applicants will be considered who submit resumes in accordance with the above. After reviewing all resumes, Bernie Dolan, Executive Director will interview candidates he considers most highly qualified.

Any qualified candidate who is interested in being considered for this position should address inquiries/requests for further information and resumes to:

BERNIE DOLAN, EXECUTIVE DIRECTOR
WVSSAC
2875 Staunton Turnpike
Parkersburg, WV 26104

Equal Opportunity Employer: As required by federal laws and regulations, the West Virginia Secondary School Activities Commission does not discriminate on the basis of sex, race, color, religion, handicapping condition, marital status, or national origin to employment or in its programs and activities. Inquiries may be referred to Gary Ray, Executive Director, 2875 Staunton Turnpike, Parkersburg, WV 26104. NOTE: State and Federal laws include Title IX Education Amendments of 1972; Title VI, Civil Rights Act of 1964; Title VII, Civil Rights Act of 1964; Rehabilitation Act of 1973, Section 504; and other State and Federal laws and regulations governing students and employees.