



Virginia High School League **Assistant Director for Athletics**

Application deadline November 25, 2016

Position begins February 1, 2017

The VHSL

The Virginia High School League is an alliance of Virginia's public and non-boarding, non-public high schools that promotes education, leadership, sportsmanship, character, and citizenship for students by establishing and maintaining high standards for school activities and competitions.

General Responsibilities

The Assistant Director for Athletics primary responsibility is to assist the Executive Director to carry out the mission of the VHSL. Specific areas of responsibility include the following:

- Plan, organize and facilitate state championships in assigned sports and to work with state directors
- Assist Conference, Region, and State Directors
- Interprets regulations governing assigned programs and other League rules as required
- Coordinate designated VHSL committees
- Serve as advisor to the Executive Committee, Group Boards, Membership, and National Federation in areas of expertise or assigned sports
- Understands and has knowledge of basic VHSL eligibility and Handbook rules
- Successfully and effectively communicates with membership
- Advocate for VHSL issues and needs and represent the VHSL at local, state, and national levels
- Maintain and promote open communication with VHSL staff and membership and create a culture of trust and mutual respect
- Other duties as assigned by the Executive Director

Qualifications

The following qualifications for this position are:

- A bachelor's degree in education or related field is required.
- A master's degree is preferred.
- Experience as a school administrator or athletic director is preferred.
- Experience in an education setting or associated work with recent supervisory or managerial level responsibilities is preferred.

- Must have demonstrated human relations skills in organizing, leading and supervising personnel in addition to collaborating with professional groups.
- Experience in Virginia is preferred.

Compensation

The VHSL provides a generous salary and benefits package which includes:

The Assistant Director for Athletics will receive an annual salary in the following range \$65,709 to \$71,688. The VHSL will provide single employee health, dental, life, disability, unemployment, paid annual leave, sick leave and holidays. In addition, the VHSL will make contribution to a 401(k) retirement plan based on the employee's annual salary, as well as employee voluntary contributions.

Application

Candidates must submit a letter of application describing his/her qualifications for the position and a resume that must include education, professional accomplishments, professional experiences, related experiences, any special training, any honors or recognitions received.

For application questions and assistance, please contact Lora Bickley, Administrative Assistant, 434-977-8475 or LBickley@VHSL.org