

# OKLAHOMA SECONDARY SCHOOL ACTIVITIES ASSOCIATION

P.O. Box 14590 Oklahoma City, Oklahoma 73113-0590

(405) 840-1116

## POSITION OPENING

### Oklahoma Secondary School Activities application process for an Assistant Director.

**June 11, 2019**

1. **Job Description** – Will work under the direction of the Executive Director and be responsible for the coordination, regulation, and supervision of designated activity programs. Will assist in regulatory functions of the OSSAA as related to assigned responsibilities. The duties shall include but not be limited to the following:
  - a. Director of Officials – Oversee the certification and recruitment of officials, as well as the assignment of officials for football, basketball, and other OSSAA playoff and championship contests.
  - b. Additional areas may include the administration of other OSSAA activities.
2. **General Qualifications**
  - a. Bachelor's degree required (additional consideration may be given to candidates with higher degrees.)
  - b. Ability to organize and work with others.
  - c. Ability to make effective public presentations, written and oral, and to develop and maintain positive relations with school personnel, media and the public at all levels.
  - d. Strong computer skills.
  - e. Ability to foresee needs and initiate programs to serve school needs.
  - f. Strong background in administration of extra-curricular activities and an understanding of their purpose to the educational mission of our schools.
  - g. Ability to administer and develop programs which will enhance the operational services provided to the OSSAA membership.
  - h. Good health, wholesome personality, good judgment, tact, integrity, and ability to cope with unforeseen situations.
3. **Time Line for Employment Process**
  - a. Deadline for submitting applications, cover letter, and resume – June 18, 2019.
  - b. Interviews will be conducted beginning the week of June 24, 2019.
  - c. The recommendation will be taken to the Board of Directors at their next meeting.
  - d. Employment begins on July 15, 2019.
4. **Salary** – Commensurate with experience and other relevant qualifications.
5. **Application** – Candidate should send cover letter and detailed resume to:

David Jackson, Executive Director  
OSSAA  
P.O. Box 14590  
Oklahoma City, OK 73113

**The OSSAA serves as an equal opportunity employer.**