



### OKLAHOMA SECONDARY SCHOOL ACTIVITIES ASSOCIATION NOTICE OF POSITION OPENING

#### POSITION

##### Assistant Director

#### POSITION SUMMARY

The Assistant Director reports to the Executive Director of the Oklahoma Secondary School Activities Association (OSSAA).

#### Responsibilities:

- Administers one or more activities, as determined by the Executive Director, including general oversight, rules meetings, officials' clinics and assignments, and conducting postseason championships. Activity assignments will be based on the strengths and expertise of the candidates selected, and the needs of the staff, but could include Large School Basketball, Tennis, Spirit (Competitive Cheer and Game-Day Cheer), and Esports.
- Oversees other programs as assigned by the Executive Director (e.g., Educational Programs, Student Advisory Committee, Sports Medicine Committee, Unified Sports, etc.).
- Chairs advisory committees for assigned sports or programs.
- Maintains a comprehensive understanding of OSSAA rules and policies, including eligibility guidelines and sport-specific regulations.
- Collaborates with the Executive Director and other Assistant Directors on eligibility issues and policy matters.
- Assists with postseason pairings across all sports as needed.
- Manages correspondence, emails, and phone inquiries professionally and promptly in alignment with position responsibilities.
- Observes OSSAA-sanctioned events to evaluate officials, teams, and programs.
- Serve as the administrator or supports the administration of OSSAA State Tournaments/Meets, with an onsite presence as required.
- Build and sustain positive relationships with OSSAA Board of Directors, staff, member schools, officials, and professional organizations.
- Represents the OSSAA in a professional, positive manner across all interactions and responsibilities.
- Engages in professional growth opportunities.
- Performs other duties as assigned by the Executive Director.



## QUALIFICATIONS

### Education:

- A bachelor's degree in a relevant field is required, with a master's degree or higher preferred.

### Experience:

- Administrative experience at the secondary school level is preferred.
- A deep understanding and appreciation for education-based activities, including but not limited to:
  - Knowledge of high school activity rules and regulations.
  - Planning and scheduling of athletic and educational events.

### Skills:

- Demonstrates exceptional leadership, organization, communication, writing, and presentation abilities.
- Proficient in managing multiple digital platforms, including updates to the OSSAA website.
- Ability to build and maintain professional relationships with diverse stakeholders.

## APPLICATION REQUIREMENTS

Candidates must submit:

- A one-page letter expressing interest in the OSSAA Assistant Director position.
- A professional resume.
- Three to five letters of reference, with at least one from a current or former supervisor.
- A statement of salary and benefit expectations.

## SUBMIT APPLICATIONS TO:

Email all materials in electronic format to:

**David Jackson, Executive Director**

**Email:** [djackson@ossaa.com](mailto:djackson@ossaa.com)



## **TIMELINE AND APPLICATION PROCESS**

- **Position Announcement:** December 12, 2024
- **Application Deadline:** January 10, 2025
- **Notification for Interview Candidates:** January 14, 2025
- **First Round Interviews:** January 23-24, 2025
- **Notification of Final Interview Candidates:** January 27, 2025
- **Final Interviews:** January 30, 2025
- **Selection of Assistant Director:** February 4, 2025

**POSITION START DATE:** July 1, 2025, or sooner by mutual agreement.