

**Illinois High School Association
Position Outline
for
Assistant Executive Director**

General Characteristics

Screened by: Executive Director

Appointed by: Board of Directors

Working Relationships

Reports to: Executive Director

Accountable to: Executive Director

Accountable for: Assigned areas of responsibility and duties

Coordinates with: Other staff members

Special Characteristics of Position

Required experience or training:

- Bachelor's or Master's Degree
- Experience as building administrator, athletic director, coach, game official or other related experience
- Computer Proficiency

Desired experience or training:

- Master's or Doctor's Degree
- Computer Proficiency in Microsoft Word, Access, Windows
- Organization Theory
- Strategic or Long Term Planning
- Public Speaking

Special Qualifications/Requirements of Position

- Ability to work with people
- Leadership capabilities
- Ability to motivate staff
- Public relations skills
- Communication skills (verbal and written)
- Ability to perform duties without close supervision
- Computer skills
- Organizational skills
- Ability to assume responsibility

- Demonstrated accuracy in work performance
- Ability to work independently without direct supervision
- High level of ethics, integrity

Basic Functions of Position

- Perform all duties relative to assigned areas of responsibility
- Communication - verbal and written
- Make decisions within the scope of assigned authority
- Provide leadership in assigned areas
- Work collaboratively with administrative staff

Single Statements of Principle Responsibilities of Position

- Organize and direct specific assigned athletic / activity programs and other assignments
 - Assign sites, schools and officials
 - Advisory Committee
 - Terms and Conditions
 - School, manager, officials mailings for assigned areas of responsibility
- Evaluate athletic / activity programs in relation to the IHSA Mission
- Constitution and By-laws Interpretations
- Communication with school personnel, officials, general public and media
 - Handle phone calls, office visits, etc.
 - Answer general questions or refer By-law interpretations to an administrative staff member
 - Preparation of materials for advisory committees, interpreters, and special committees
- Correspondence
 - Handle incoming and outgoing correspondence regarding assigned responsibilities
- Flow of day to day operation
 - Calendar items
 - Scheduling of production of printed items
 - Coordinate with all personnel (officials department, desktop publishing, printing, etc.) as they relate to assigned responsibilities
- Other duties as assigned by the Board of Directors or the Executive Director

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