ANNOUNCEMENT OF VACANCY

WVSSAC
Director of Eligibility and Compliance

QUALIFICATIONS/EXPECTATIONS

1. Bachelor's degree with major course work in sports management, administration, education, or related field from an accredited educational institution.
2. A minimum of three (3) years high school or college athletic supervisory experience; or Secondary administration experience.

Preferred Qualifications:

1. Master's Degree with background in Education Administration-Preferred
2. Three years or more of experience as defined in required qualification #2 above.
3. High school or Secondary administrative experience preferred.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of secondary school athletic program management, investigative procedures, eligibility rules for interscholastic competition, and appeals process (due process administrative procedures). Demonstrated ability to communicate effectively, both orally and in writing. Effective public relations skills. Skill in conflict resolution. Knowledge of group dynamics. Problem-solving skills. Demonstrated ability to use computer hardware and software. Ability to read, interpret and implement federal and state statutes and WVSSAC bylaws and Policies.

REPORTS TO: Executive Director or Designee

SUPERVISES: N/A

JOB GOAL

To provide leadership that results in efficient eligibility and compliance rulings for providing services to and monitoring of member schools.

RESPONSIBILITIES:

1. Communicate with member schools regarding the eligibility status of student-athletes.
2. Attend necessary conferences and meetings impacting school districts and compliance with WVSSAC Bylaws and Policies, including Provisional School Visits.
3. Organize orientations and workshops for member schools' principals, athletic directors, coaches, and/or parents.
4. Interpret WVSSAC Bylaws and Policies relative to non-standard student eligibility, i.e., international students, home educated students, students attending alternative schools, students attending non-member schools.
5. Flexibility with respect to travel.
6. Knowledge of computer operation: i.e. power point Microsoft office, excel, etc.

5. Facilitate appeals hearings.

1. Organize documentation in preparation for appeals hearing.
2. Represent WVSSAC in all Board of Review hearings and court hearings when necessary.
3. Facilitate WVSSAC investigations resulting from allegations from non-member school representatives and member school representatives.
4. Communicate effectively with parents.
5. Communicate effectively with West Virginia Legislators and their staff.
6. Facilitate / conduct electronic surveys and prepare results reports.
7. Administer the WVSSAC approved eligibility program related to determining member school eligibility.
8. Assist in determining non-member school's participation in WVSSAC sanctioned events.
9. Assist at State Series Finals, when necessary.
10. Write recommendations regarding Bylaws and Policies proposals.
11. Assist with organization of the compliance seminar/membership orientation, leading staff/team effort in developing agenda, attendance requirements, location selection.
12. Provide training for member schools on eligibility and compliance with WVSSAC rules.
13. Assist in updating WVSSAC Publications (WVSSAC Handbook).
14. Ensure the Executive Director and Associate Executive Director are informed of all matters related to school eligibility and compliance related matters.
15. Attend Board of Director meetings, prepare agenda packet materials and provide information as requested.
16. Assist with creation of educational materials/opportunities for member schools.
17. Perform other duties that may be assigned by the Executive Director or Assistant Executive Directors consistent with the goals and objectives of the WVSSAC.

PHYSICAL REQUIREMENTS:
Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:
Pay Grade & Wages:

1. Annual Salary- Determined by Board of Directors as recommended by the Executive Director

depending on level of qualifications.

Employee Benefits: Social Security, Dental Insurance, Medical Insurance, Life Insurance, Liability Insurance, Paid Sick Leave, Paid Personal Leave, Workers Compensation, Retirement, Unemployment Compensation

EVALUATION:
Performance of this job will be evaluated in accordance with the provisions of the WVSSAC policy on assessment of personnel.

Only those applicants will be considered who submit resumes in accordance with eh above.

Any qualified candidate who is interested in being considered for this position should submit a cover letter and resume via email to the address listed below. Additional inquiries and requests for the further information should be forwarded to the address as well.

DEADLINE FOR RESUME AND COVER LETTER: JANUARY 3, 2025.

C. David Price
Executive Director
WVSSAC
2875 Staunton Turnpike
Parkersburg, WV
david.price@wvssac.org

Equal Opportunity Employer: As required by federal laws and regulations, the WVSSAC does not discriminate on the basis of sex, race, color, religion, handicapping conditions, marital status or national origin to employment or in its programs and activities. Inquiries may be made to David Price, Executive Director, 2875 Staunton Turnpike, Parkersburg, WV 26104. NOTE: State and Federal laws include Title IX Education Amendments of 1972: tile 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 regulation governing students and employees.