



Locator/Title: 82- Executive Director: Section VI/New York State Public High School Athletic Association (NYSPHSAA)

Division: Management Services

Last Revision: 8/31/2020

Executive Director: Section VI/New York State Public High School Athletic Association (NYSPHSAA)

REPORTS TO: Director, Management Services

General Responsibilities

This is a highly specialized administrative position involving policy development and implementation as the chief executive officer for the interscholastic athletic programs and competitions that occur in the six county, 74 K-12 public school district region known as Section VI - New York State Public High School Athletic Association (NYSPHSAA). General direction will be received from the Director, Management Services.

Specific Duties (Illustrative only; not all inclusive)

Organizational Skills

- Development of policy addressing athletic and educational issues
- Conflict management experience
- The ability to delegate tasks and follow up to assure accountability
- Negotiating experience
- Financial background including fiduciary responsibilities
- Strategic planning experience
- Capacity to learn and operate various software programs critical to the operation of the section

Leadership Skills

- Consensus Builder working with diverse groups
- Implementation of policy addressing athletic and educational issues
- A clear vision for Section VI Athletics
- Communicator/Listener
- Management skills

- Courage to make tough decisions
- Calm in response to intense situations
- Demonstrated skill in innovative program development

Scope of Responsibility

1. Works under the general direction of the District Superintendent of Erie 1 BOCES and the Director of Management Services.
2. Serves and reports to the members of the Section VI Athletic Council through the Executive Committee.
3. Assumes responsibility for athletic programs which cover:
 - 5 Leagues spread over 6 counties in WNY (ECIC, Buffalo, NFL, Orleans Niagara, Cattaraugus, and Chautauqua) and 5 Independent and/or Charter Schools
 - 74 School Districts and their Superintendents, Building Principals, Athletic Directors
 - 96 High Schools
 - Over 60,000 student athletes 2012-2013 (Latest year we have numbers for)
 - 40,000 officials' assignments made for athletic contests
 - 22,000 athletic contests played
 - 1,675 sports officials contracted (all are fingerprinted with clearance through Erie 1 BOCES and the Section VI office)
 - 1,000 sectional events hosted during fall, winter, and spring sports
 - 34 sports sponsored, and 40 sports chairpersons supervised, 3 assistant chairs
 - Budget responsibility is approx. \$800,000 annually
 - 2.4 office staff plus committee volunteers supervised
 - Contract negotiations with officials' organizations 33
 - Secure championship venues
 - Oversee 18 standing committees
4. Work to identify, secure and maintain Corporate Partners.
5. Interpret all NYSPHSAA/SED Commissioner of Education rules.
6. Represent Section VI at the NYSAAA State Conference NYSPHSAA meetings.
7. Organizes and staffs all post-season plays.