

Executive Director: Section VI Athletics

(approved AC February 11, 2009)

Reports to:

Reports via the Section VI President/Executive Committee to the Section VI Athletic Council

Supervises:

All Section VI Employees

Salary Range: \$75,000. - \$90,000.

Goal of the Position:

To provide consistent and visionary leadership in carrying out the mission and administering the policies, rules, and expectations of Section VI, the New York State Public High School Athletic Association. The Executive Director will serve as ambassador and liaison with school district administrators, while providing support to athletic directors, leagues, coaches, officials, and the public in all matters related to Section VI Athletics.

Performance Responsibilities:

Program Leadership:

1. Administers the development and maintenance of a positive interscholastic athletic program to meet the needs of student athletes and member schools and carry out the policies of the Athletic Council.
2. Attends and participates in all meeting of the Executive Board, the Athletic Council and their committees, except when the Director's own employment or salary is under consideration.
3. Serves as ex officio member of all Section VI committees and chairs the Sectional/Intersectional Committee.
4. Advises the Executive Board and Athletic Council on the need for new or revised policies and sees that all policies of Section VI are implemented.
5. Prepares and submits to the Executive Board recommendations relative to all matters requiring action, placing before the Executive Board such necessary and helpful facts, information, and reports as are needed to ensure that informed decisions are made.
6. Acts on own discretion if emergency action is necessary in any matter not covered by existing policy and reports such action to the Executive Board as soon as practicable.
7. Reports to the Executive Board such matters as are deemed material to the understanding and proper management of Section VI, or as the Executive Board may request.
8. Supervises the implementation of all ruled, regulations, and policies of the New York State Public High School Athletic Association and Section VI.
9. Attends meetings of the NYSPHSAA , NYSAAA, WNYSO (officials) and other key organizations regularly.
10. Make all administrative decisions within Section VI necessary to insure the proper functioning of all Section activities.
11. Continually updates knowledge in all aspects of athletic leadership including but not limited to law, finance, insurance, etc.

Fiscal Leadership:

12. Coordinate with Finance Clerk to prepare records and cooperate with outside audit of Section VI finances including cash confirmations, fixed assets, balance sheet accounts, payroll, legal letter, management letter and statements of activities.
13. Recommend investment options for the Fund Balance to the Executive Committee.
14. Coordinate with Finance Clerk to assist and advise the Finance Committee regarding the preparation of the annual budget.

Personnel:

15. Secures and nominates for employment the best-qualified and most competent personnel.
16. Has complete supervisory authority over all Section VI employees including but not limited to: assignment and definition of duties of all personnel, scheduling of work hours as necessary to carry out the work of the Section, approval of vacation time, etc. and conducts formal evaluations of all Section VI staff.
17. Recommends to the Executive Board for final action the promotion, salary changes, demotion, or dismissal of any employee.
18. Takes disciplinary action involving any employee for just cause and reports such suspension to the Executive Board.
19. Reports to the Executive Board the case of any employee whose service is unsatisfactory and recommends appropriate action.
20. Delegates, at own discretion, to other employees of Section VI the exercise of any powers or the discharge of any duties with the knowledge that the delegation of power or duty does not relieve the Executive Director of final responsibility for the action taken under such delegation.
21. Communicates directly or through delegation all actions of the Executive Board and Athletic Council relating to Section VI matters to all school members and receives from member schools communication to be made to the Executive Board.
22. Maintain/negotiate/interpret contracts with officials organizations and assure all regulations and record keeping requirements are addressed.
23. Support the Officials' organizations in the recruitment and on-going training of officials to assure quality officiating.

Coordination – In conjunction with Sports Chairs and other Section VI staff:

24. Coordinates and implements all programs for the scheduling of all Section VI events and contests.
25. Coordinates and supervises the assignment, rating and payment of all officials.
26. Directs the preparation of the annual budget for adoption by the Athletic Council and administers the budget as enacted by the Athletic Council, acting at all times in accordance with legal requirements and adopted policies.
27. Establishes and maintains efficient procedures and effective controls for all expenditures of Section VI funds in accordance with the adopted budget.
28. Acts as purchasing agent for Section VI in cooperation with BOCES representatives.
29. Maintains directly or through delegation such personnel records, accounting records, business records, and other records that are required by law and policy.
30. Files or causes to be filed, all reports required by Section VI, NYSPHSAA, or other relevant association or agency.
31. Represents Section VI in its dealings with school systems, institutions, agencies, and community organizations.
32. Establishes and maintains a program of public relations to keep all member school districts and the public informed as to the activities, needs and successes of Section VI.
33. Provides oversight of sportsmanship initiatives and review/follow-up of hotline reports
34. Assures that policies and procedures are effectively communicated to assure the smooth conduct of the business of the Section.
35. Attend Section VI Championship Contests and participate in the distribution of awards.
36. Perform such other tasks as may from time to time be assigned by the Executive Board.