

**JOB DESCRIPTION**

**SCHSL DIRECTOR OF EDUCATIONAL SERVICES**

**REPORTS TO:** Commissioner

**POSITION SUMMARY:**

The role of the Director of Educational Services is to provide the leadership and vision for the development, promotion and implementation of all student-focused educational products, services, and publications. The Director of Educational Services oversees the day-to-day operations of the Educational Services Department.

**ESSENTIAL FUNCTIONS:**

* Develop the strategic plan and timelines for SCHSL educational initiatives.
* Develop the process by which the professional standards for certifications are established, reviewed, and maintained.
* Work cooperatively with the League staff and others to implement SCHSL educational objectives.
* Serve as staff liaison for all local and national education-related committees and subcommittees.
* Work closely with the IT department to maintain proper functionality and implement new software applications for tracking of courses/credits/certifications.
* Oversee daily processing and maintenance of established educational courses.
* Oversee the development and implementation of student-focused educational workshops and clinics.
* Create and facilitate a Student-Athlete Advisory Council
* Oversee Student-focused educational conferences, summits, workshops, and clinics.
* Facilitate all student services trainings and program presentations, in addition to the creation and implementation of program educational initiatives.
* Develop, maintain, and design the Educational Services section on the SCHSL website.
* Facilitate the administration of recognition awards.
* Research and develop topic presentations on topical issues affecting schools/participants.
* Address schools’ unsportsmanlike conduct resulting in ejections (coaches, players and/or spectators).
* Serve as the staff liaison for student service programs to include interaction with all NFHS related committees and developing cooperative initiatives for the promotion and sustenance of programming for high school student-athletes.
* All other duties as assigned.

**ADDITIONAL DUTIES:**

* Oversee the sports of Cross-country and Track & Field.
* Serve as director of state championships.
* Assist with the implementation and administration of middle school invitationals in selected sports.
* Other duties as the Commissioner deems necessary.

*\*Nothing in this job description restricts the Commissioner’s right to assign or reassign duties and responsibilities to this job at any time.*

**WORKING CONDITIONS:**

Ability to work weekends and/or outside typical office hours for State Championship or non-sporting meetings and/or events (Some Championships and/or events may be outside in adverse weather conditions).

Ability and willingness to travel both in-state and out-of-state, as necessary.

**PHYSICAL AND MENTAL REQUIREMENTS**:

Physical Requirements: Exerting up to fifty pounds of force occasionally, up to twenty pounds of force frequently, and up to ten pounds of force as needed to move objects.

Mental Requirements: Problem-solving, analytical ability, communication (oral/ written), money handling, organization interpersonal skills, calculating, concentration, perception, creativity working with interruptions.

**EDUCATION AND EXPERIENCE REQUIREMENTS:**

Bachelor’s degree required; Master’s degree preferred.

**KEY COMPETENCIES:**

Integrity/Honesty: Behaves in an honest, fair, and ethical manner. Shows consistency in words and actions. Model high standards of ethics.

Interpersonal Skills: Treats others with courtesy, sensitivity, and respect. Considers and responds appropriately to the needs and feelings of different people in different situations.

Continual Learning: Assesses and recognizes own strengths and weaknesses; pursues self-development.

Resilience: Deals effectively with pressure; remains optimistic and persistent, even under adversity. Recovers quickly from setbacks.

Oral Communication: Makes clear and convincing oral presentations. Listens effectively; clarifies information as needed.

Written Communication: Writes in a clear, concise, organized, and convincing manner for the intended audience.

Flexibility: Is open to change and new information; rapidly adapts to new information, changing conditions, or unexpected obstacles.

Problem-Solving: Identifies and analyzes problems; weighs relevance and accuracy of information.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

The position prefers the following knowledge, skills, and ability to perform the job successfully:

* Ability to determine priorities, work independently and as a team.
* Knowledge of Microsoft Office.
* Must be able to work in a fast-paced environment and prioritize multiple assignments.
* Ability to work under pressure with minimal supervision.
* Ability to effectively communicate information verbally and in writing to the organization, individuals, and outside entities.

**QUALIFICATIONS:**

* Five or more years of experience in management with demonstrated leadership ability.
* A strong background and experience in education including continuing education programs, online course management, and developing and managing educational programming is preferred.
* Familiarity with the workings of the South Carolina High School League office and high school sports is preferred.
* Some travel will be required.

**EVALUATION:**

Performance of this job will be evaluated in accordance with the provisions of the SCHSL policy manual.

**SALARY & BENEFITS**

This position is full-time as defined by the SCHSL Employee Handbook. The annual salary for the 52-week position will be negotiable depending upon experience and other relevant qualifications. Comprehensive benefits including paid holidays, vacation/sick leave, state retirement, and health insurance coverage are provided.

**APPLICATION PROCEDURE**

Please click [here](https://schsl.org/archives/7908) to submit your employment application. You can also find this link on the

High School League website, www.schsl.org, in the “About Us” section. As a part of the

application process, you will also need to submit:

1. A letter of interest.

2. A current resume of qualifications and experience.

**Note:** This application will be available until May 19, 2023. Contact Deanna Lott (deanna@schsl.org) or 803-896-4377 if you have any questions. The Commissioner will select qualified candidates for interviews. Deadline(s) will be extended if a suitable candidate is not found during interviews. The anticipated start date will be July 1, 2023.

The South Carolina High School League is an Equal Opportunity Employer.