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**JOB DESCRIPTION**

**SCHSL DIRECTOR OF SPORTS HEALTH, SAFETY & WELLNESS**

**REPORTS TO:** Commissioner

**POSITION SUMMARY:**

The role of the Director of Sports Health, Safety, and Wellness is to provide leadership and vision for the development, promotion, and implementation of a positive health and safety culture within South Carolina High School League (SCHSL) member schools. This position is primarily responsible for ensuring that health and safety risks are mitigated and that member schools are successfully meeting health and safety requirements as described by SCHSL regulations and South Carolina State law. This position will work to support SCHSL member schools through assistance in developing plans and procedures to improve the health, safety, and wellness of its athletes. Education of stakeholders and collaboration with outside organizations for the implementation of best practices in health, safety, and wellness for all members schools’ athletes will be required. The Director of Sports Health, Safety, and Wellness oversees the day-to-day operations of the Sports Health, Safety, and Wellness Department.

**ESSENTIAL FUNCTIONS:**

Compliance Review of SCHSL Schools for Health, Safety, and Wellness Requirements

* SC Laws
  + SC Concussion in Sport Law
  + South Carolina Automated External Defibrillator Act
  + SC Athletic Trainers Act
* SCHSL Regulations
  + Venue-specific Emergency Action Plans (EAPs)
  + CPR/AED Training Certification for Coaches
  + NFHS Course Completion Certificates for required training (head, heart, heat, abuse)
  + Pre-season Heat Acclimatization Plan
  + WBGT Activity Modifications
  + On-site Cold-Water Immersion Tub Access
  + Lightning Plan
  + Wrestling Weight Certifications

Assistance to Schools

* Collaborate with schools to develop/improve plans/procedures for health, safety, and wellness
* Connect schools to athletic healthcare providers and healthcare systems
* Provide guidance to schools in developing/improving an athletic healthcare team at their school
* Provide recommendations for the improvement of athletic healthcare at the school
* Connect schools to resources for the improvement of athletic healthcare at the school

Education for Coaches, Athletes, School Officials, Parents, and Athletic Healthcare Providers in Health, Safety, and Wellness in Sport

* Monitor and provide content updates for Health, Safety, and Wellness webpage(s) to the SCHSL webmaster
* Collaborate with the Director of Educational Services to provide workshops/conferences and/or summits for the member schools that address the 5 pillars of the League’s educational services
* Provide annual SCHSL Updates to attendees at the South Carolina Athletic Coaches Association (SCACA) Clinic
* Conduct/Participate in workshops/conferences focused on health, safety, and wellness in sports for athletes, coaches, parents, school officials, and athletic healthcare providers
* Distribute educational materials that promote health, safety, and wellness initiatives within SCHSL member schools

Collaboration with Key Stakeholders to Identify and Implement New/Emerging Recommendations for Best Practices in Health, Safety, and Wellness in Sport

* Serve as primary contact with member schools’ health, safety, and wellness personnel
* Serve as staff liaison:
  + For the SCHSL Sports Medicine Advisory Committee (SMAC)
  + Between SCHSL, SMAC, and the SCHSL Executive Committee
  + For the South Carolina Athletic Trainers’ Association (SCATA), Mid-Atlantic Athletic Trainers’ Association, and National Athletic Trainers’ Association (NATA)
  + For the National Federation of State High School Association (NFHS) and the Sports Medicine Advisory Committee (SMAC)
* Collect data from SCHSL member schools to describe current practices related to health, safety, and wellness issues for analysis
* Create and coordinate an annual Citation Certificate Award for Athletic Trainers and/or First Responders

Coordinate event coverage to ensure the provision of appropriate athletic healthcare for SCHSL championship events

* Secure an agreement with on-site designated medical providers: ATs, EMS, physician groups, etc.
* Communicate with ATs of participating schools and plan care
* Obtain EAP for the venue at the championship site
* Plan response in case of a medical emergency with on-site designated medical providers (medical time-out)
* Identify the nearest hospital and nearest level-1 trauma center
* Determine a lightning plan for the venue at the championship site
* Identify available emergency equipment/supplies at the venue and secure those not available

Coordinate SCHSL staff Cardiopulmonary Resuscitation/AED certifications

* Secure an agreement with an instructor to teach CPR/AED training course
* Maintain required supplies and equipment

**ADDITIONAL DUTIES:**

* Oversee the sport of Wrestling
* 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.

**LICENSE AND KNOWLEDGE REQUIREMENTS:**

* Athletic Training Certification/Licensed Athletic Trainer required.
* Maintain current certification and continuing education requirements as set forth by the Board of Certification for Athletic Training.
* Maintain current state certification/licensure in accordance with the State of South Carolina.
* Maintain CPR Basic Life Support instructor certification.
* Maintain current certification in CPR/Emergency Cardiac Care.
* Valid Driver’s License.

**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.