



COLORADO HIGH SCHOOL ACTIVITIES ASSOCIATION NOTICE OF POSITION OPENING

POSITION

- Commissioner – Colorado High School Activities Association

POSITION SUMMARY

The Commissioner serves as the chief administrative officer of the Colorado High School Activities Association. The Commissioner shall:

- Direct and implement all programs, rules and regulations approved by the Legislative Council and Board of Directors.
- Implement the adopted policies and procedures of the Board of Directors.
- Act as the chief administrative officer of the Association.
- Supervise the Associate Commissioner, Assistant Commissioners and the Clerical and Secretarial Staff.
- Serve as the communicative and liaison responsibilities with the State of Colorado via the Department of Education, the Legislature and the State Board of Community Colleges and Occupational Education; state-wide educational organizations such as CASB, CASE, and CADA; and, on the national level, the National Federation of State High School Associations and the National Governing Bodies of Sport.
- Interpret, clarify and rule on the application of the CHSAA Constitution and Bylaws.
- Oversee the use of all electronic media associated with CHSAA.
- Correspond with and answer member school questions concerning student eligibility.
- Discharge all other duties and responsibilities as directed by the Legislative Council and Board of Directors.
- Act as the Secretary/Treasurer of the Association.
- Play an administrative role in furthering the Associations' Diversity, Equity and Inclusion initiatives.

Applicants are referred to the Job Description of the Commissioner included with this Posting.

Qualifications

Education: The Commissioner must hold a bachelor's degree in a field relevant to the position responsibilities, with a master's degree or higher.

Experience: The Commissioner must have substantial experience supervising professional and classified staff and managing organizational budgets. The Commissioner of the Association shall be a person who has demonstrated responsibilities in the field of secondary education including administration and the development, promotion, and planning of activities.

Skills: CHSAA is seeking a trustworthy, mission-oriented leader whose integrity and commitment to interscholastic activities and athletics are clearly evident. Among the skills expected of a successful applicant are effective communication, collaboration, decision-making, and innovation.

CONTRACT/SALARY

The Commissioner will receive a 12-month contract, renewable annually by the Board of Directors. Salary will be commensurate with professional qualifications and experience and comparable data.

- \$145,000 - \$160,000

BENEFITS

Public Employees Retirement Association, (including 401k); medical, dental and vision plans; sick leave; 24 days annual vacation; life insurance, transportation and cell phone compensation, technological devices for administrative duties.

APPLICATION REQUIREMENTS

Candidate must submit:

- A one-page letter expressing interest in CHSAA Commissioner position.
- Three to five letters of reference, including at least one from a person in a current supervisory position.
- A professional vita.
- A written response to the following "Create an outline of a one-year and three-year strategic plan for moving the Association forward" and how you would lead its implementation at CHSAA?"

SUBMIT APPLICATIONS IN ELECTRONIC FORMAT TO:

Alexander Halpern, Esq.
Halpern Meacham LLC
ahalpern@halpernllc.com

TIMELINE, APPLICATION PROCESS

- Announcement of position openingJanuary 10, 2022
- Deadline for receipt of applications February 11, 2022
- Selection of candidates to be interviewed February 28, 2022
- Interview candidates March - April, 2022
- Announce selection of Commissioner April 21, 2022

THE COLORADO HIGH SCHOOL ACTIVITIES ASSOCIATION IS AN EQUAL OPPORTUNITY EMPLOYER