



SECONDMENT OPPORTUNITY

# Assistant Executive Director

## Position Posting

### **Assistant Executive Director** *(Secondment opportunity)*

The Alberta Schools' Athletic Association (ASAA) is conducting a search for an Assistant Executive Director. The successful candidate will be required to attend in person to work in our office which is in Edmonton.

#### **Duties will include but not be limited to:**

- **School Athletic Championship Planning:** Coordination with and oversight of ASAA hosts of Provincial Championships in 12 sports; some with multiple locations on the same date. Each championship event requires planning, budgeting, rankings and reporting.
- **Communication:** Regular and ongoing communication with several stakeholders e.g. ASAA Executive/Board, School Administrators, Athletic Directors, ASAA Sport Commissioners, Officials Associations, school coaches and others.
- **Advocacy:** Advocacy for school sport, and seeking out opportunities to support it, e.g. promotion, grants, initiatives as directed by the Executive Director.
- **Online Services:** Oversight of ASAA Registration system and all web portal offerings including supervision of staff managing them as directed by the Executive Director.
- **Live Streaming:** Supervision of successful live streaming for ASAA Provincial Championships.
- **Leadership:** Coordinate and lead various sub-committees and the ASAA **IMPACT** student leadership conference.
- **Problem solving:** Ability to listen, synthesize, and find solutions to numerous and varied matters on an ongoing basis, often in short time-frames.
- **Association Publications:** Contribution to and oversight of staff in producing and disseminating publications as directed by the Executive Director.
- **Representing ASAA:** Attend ASAA Provincials throughout the year, speaking at opening ceremonies and banquets, and presenting awards as directed by the Executive Director.
- **Provide assistance to the Executive Director** in the following areas:
  - > Supervision of staff
  - > Coach Education/related online initiatives
  - > Budget and finance administration
  - > Support of CIAAA and related initiatives
  - > Meeting Management and preparation (Executive, AGM, etc.)
  - > Achieving the goals of the ASAA Strategic Plan
- **Other duties** as assigned by Executive Director



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### The Successful Applicant will:

- Be a current or former Certified Alberta teacher.
- If a current Alberta Certified teacher, they will be required to seek approval from their school jurisdiction's superintendent before applying. For a practising teacher, this is a secondment position (i.e. interchange) that will require school jurisdiction approval and terms addressing a return to their teaching position.
- Be a problem solver as this is a daily requirement in the role.
- Be committed to the principles of diversity, inclusion and integrity.
- Have the ability to articulate what they believe "Educational Athletics" to be, how it supports the educational mission of schools, and why it is important.
- Be analytical and practical as situations arise so that the best interests of all stakeholders are considered.
- Have had a successful teaching career which has allowed a development of knowledge, and experience with, school sport coaching, administration and event management.
- Be experienced and respectful in responding to challenging personalities and issues.
- Have the ability to effectively use office IT equipment, software (Google suite, Adobe, MS Office, etc.), and social media platforms.
- Have demonstrated excellent leadership, communication and interpersonal skills.
- Have demonstrated excellent organizational skills.
- Understand that this is a salaried, management position that will sometimes require time to be spent outside of regular business hours (e.g. Executive Committee and Board meetings, Championships, etc.).

### Salary:

- This job opportunity exists as a secondment opportunity. Compensation for this position will be based upon the placement of the successful candidate within their existing collective bargaining agreement and will not include compensation for any other designation currently being received. ASAA will, however, consider contributing an amount equal to a department head/school curriculum leader (or its equivalent) in addition to their salary grid. Accordingly, the seconded employee will continue to receive all normal salary and benefits from the current jurisdiction of employment. The current jurisdiction of employment will recover these costs from ASAA in a manner that is of mutual benefit to both parties.
- If the successful applicant is a former Alberta certified teacher, salary will be based on the scale of their last position, plus the equivalent of a Department Head/Curriculum Coordinator allowance (or its equivalent) at their previous school jurisdiction.

**APPLICATION DEADLINE:** Wednesday, March 14, 2022.

**APPLICATIONS TO:** Must be via email to ASAA Executive Director John Paton; emailed to [info@asaa.ca](mailto:info@asaa.ca).

Application must include:

- Cover Letter
- Resume
- Minimum 2-3 reference contacts

*Thank you to all those that apply. Only those chosen for an interview will be contacted.*