

## **WYOMING HIGH SCHOOL ACTIVITIES ASSOCIATION**

6571 E. 2<sup>nd</sup> Street  
Casper, WY 82609  
(307) 577-0614

### **ANNOUNCEMENT OF VACANCY**

#### **WHSAA COMMISSIONER**

##### **THE POSITION**

Applications are being received for the position of Commissioner of the Wyoming High School Activities Association.

##### **QUALIFICATIONS**

1. Master's Degree
2. A minimum of five years combined experience in one or more of the following areas:
  - a. State Activities/Athletic Association
  - b. Superintendent or Central Office Administrator
  - c. High School Administrator
  - d. Athletic Director
3. Working knowledge of athletics and activities
4. Effective communication and organizational skills
5. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

##### **ORGANIZATIONAL GOVERNANCE**

The legislative body of the WHSAA is a 19-member Board of Directors which meets quarterly.

The office of the WHSAA is in Casper, Wyoming. The office support personnel are comprised of five members, an associate commissioner, a technology director, and three support staff.

The 70-member high schools of the WHSAA are located in four administrative districts. Each district is represented by one Board member from each of the four classifications. In addition, there are two Board members representing the Wyoming School Board Association and one member representing the State Department of Education.

**THE ORGANIZATION**

Through the establishment of uniform and equitable rules, the Wyoming High School Activities Association regulates interscholastic activities such as meets, contests, and tournaments that involve the 70 public and private high schools in the State of Wyoming. A sampling of its services include:

- Strives to promote good sportsmanship and cooperative spirit among member schools.
- Works to prevent exploitation of high school students by special interest groups.
- Evaluates local, state, and national contests affecting secondary schools to determine their educational value. It approves contests meeting the standards of the Association.
- Seeks to keep awards for achievement on a sound, sensible basis.
- Maintains a central clearing and counseling agency in the field of high school activities.
- Sponsors fine arts, leadership, sports, and vocational education programs.
- Supervises Culminating events in most activities, athletic and non-athletic.

**CONTRACT AND SALARY INFORMATION**

The base salary minimum will be \$120,000.00. Additional salary increases will be dependent upon the WHSAA Board's evaluation of previous experience and personal qualifications. A multi-year contract with typical fringe benefits will be offered.

**APPLICATION. SCREENING. AND SELECTION DATES**

- Submit vacancy notice to the public.....January 30, 2023
- Final date for receipt of applications.....February 20, 2023
- Announcement of finalists by.....February 22, or 27, 2023
- Board interviews completed by.....March 7, 2023
- Announcement of Board's selection by.....March 13, 2023
- New Commissioner assumes duties no later than.....July 1, 2023

**HOW TO APPLY**

Application forms and all other communications should be emailed to [svest@whsaa.or](mailto:svest@whsaa.or) or mailed to: **WYOMING HIGH SCHOOL ACTIVITIES ASSOCIATION, 6571 E. 2nd STREET, CASPER, WYOMING 82609, (307) 577-0614.**

# WYOMING HIGH SCHOOL ACTIVITIES ASSOCIATION

6571 E. 2<sup>nd</sup> Street  
Casper, WY 82609  
(307) 577-0614

## COMMISSIONER

### POSITION SPECIFICATION

- I. **TITLE:** Commissioner
- II. **EDUCATION:**
- a. Master's Degree
  - b. Evidence of course work in areas such as school administration, personnel, finance, activity supervision, and management.
- III. **EXPERIENCE:** Minimum of five years combined experience in one or more of the following areas:
- (1) State Activities/Athletic Associations
  - (2) Superintendent or Central Office Administrator
  - (3) High School Administrator
  - (4) Athletic Director
- b. Working knowledge of athletics and activities
  - c. Effective communication and organizational skills
  - d. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.
- IV. **REPORTS TO:** Board of Directors
- V. **JOB GOAL:**
- a. To provide leadership in developing and maintaining the best possible activities programs for the high schools of Wyoming.

# WYOMING HIGH SCHOOL ACTIVITIES ASSOCIATION

## COMMISSIONER

### POSITION DESCRIPTION

#### RESPONSIBILITIES

1. The commissioner is responsible as top administrative official of the Wyoming High School Activities Association.
  - a. Carries out directives of the Board of Directors.
  - b. Provide leadership and direction in tournament planning and coordination.
  - c. Represents the WHSAA in professional and National Federation functions.
  - d. Participates in interscholastic athletic association meetings.
  - e. Interprets rules and regulations of all WHSAA-sponsored activities.
  - f. Promotes WHSAA, its activities, and the interscholastic mission.
  - g. Enforces the rules of the WHSAA.
  - h. Keeps the students and administrators of Wyoming informed of the rules, regulations, policies, and procedures of the WHSAA.
  - i. Remains knowledgeable.

#### DUTIES

1. The commissioner attends all meetings of the WHSAA Board of Directors providing appropriate advice on matters of interscholastic athletic policy and administration.
  - a. Prepares the agenda for Board of Directors meetings.
  - b. Prepares, along with designated administrative personnel proposed changes in the WHSAA Constitution, Bylaws, Rules of Eligibility, and other regulations for Board of Directors approval and recommendation to the membership.
  - c. Informs the Board of Directors of the operational needs of the executive office and makes recommendations for appropriate action in meeting such needs.
  - d. Plans objectives, programs, and goals of the WHSAA relative to improving communications, public relations, and supervision of the interscholastic athletic activities in member schools.
  - e. Keeps the Board of Directors informed of all issues affecting the image, operation, and effectiveness of the WHSAA.
  - f. Makes decisions, as necessary, for the WHSAA between Board meetings.

## COMMISSIONER POSITION DESCRIPTION

Page 2

### DUTIES (continued)

- g. Oversees the general operation and maintenance of WHSAA facilities.
  - h. Sanctions all activities whether in or out-of-state.
  - i. Coordinates the dissemination of all materials.
- 2. The commissioner acts as the fiscal agent for the WHSAA and the Board of Directors.
  - a. Submits an annual budget reflecting in detail the amount of funds necessary for operation of the WHSAA.
  - b. Assumes general control of all purchases and expenditures within the limitations of the annual budget as approved by the Board of Directors.
  - c. Deposits all monies received by the WHSAA.
  - d. Signs all checks from the WHSAA.
  - e. Works with and sends proper information to the WHSAA auditor.
  - f. Insures all WHSAA property.
  - g. Provides liability insurance for the WHSAA and Board of Directors.
  - h. Seeks legal counsel when necessary.
- 3. The commissioner assumes complete responsibility for management and evaluation of administrative personnel.
  - a. Screens applications and recommends persons for positions authorized by and requiring endorsement of the Board of Directors.
  - b. Delegates the duties and responsibilities for various functions of the office to the support personnel.
  - c. Authorizes discharge of any employee whose services are deemed unsatisfactory and warrant such action.

### OFFICIALS

- 1. The commissioner, or his delegated representative, shall arrange for the registration of officials in all WHSAA-sanctioned activities for which officials are required.
  - a. Provides mechanics camps
  - b. Provides pertinent rules materials and other relevant information
  - c. Provides testing, grading, and evaluation
  - d. Collects fees from officials
  - e. Selects officials for WHSAA culminating events

## COMMISSIONER POSITION DESCRIPTION

Page 2

### GAME RULES

1. The commissioner, or this delegated representative, should be knowledgeable of the game rules of the various sports of the WHSAA
  - a. Interprets the rules for the member schools and officials.
  - b. Has rule interpretation videos for officials and coaches.
  - c. Recommends or takes action when officials or coaches set aside game rules.

### ACTIVITIES

1. The commissioner, or his delegated representative, stages or cause to be staged those activities and culminating events that are approved by the WHSAA and/or the Board of Directors.
  - a. Is acquainted with the facilities that are available in the state of Wyoming.
  - b. Makes arrangements for the use of facilities, signs contracts, and establishes financial agreements with host facilities management.
  - c. Provides officials and game equipment to WHSAA events.
  - d. Acts, or delegates a representative to act, as an ex-officio member for WHSAA-related groups.

### REPRESENTATION

1. The commissioner either represents or delegates a representative for the Wyoming High School Activities Association on such committees as elected to by the National Federation.
2. The commissioner, or his delegated representative, represents the WHSAA and make presentations to outside groups such as:
  - a. Wyoming School Boards Association
  - b. Wyoming Coaches Association
  - c. Wyoming Broadcasters Association
  - d. Wyoming Legislative
  - e. State Board of Education
  - f. Wyoming Association of Athletic Directors
  - g. Others as required

## COMMISSIONER POSITION DESCRIPTION

Page 2

3. The commissioner, or his delegated representative, publishes WHSAA information and public relations items in the form of:
  - a. Handbook
  - b. Directory
  - c. Emails
  - d. Surveys
  - e. Press Releases
  - f. Others as deemed necessary
4. Award trophies
5. The commissioner, or his delegated representative, observes all WHSAA functions:
  - a. Meetings
  - b. Tournaments
  - c. Playoffs

# WYOMING HIGH SCHOOL ACTIVITIES ASSOCIATION

6571 E. 2<sup>nd</sup> Street  
Casper, WY 82609  
(307) 577-0614

## APPLICATION FOR WHSAA COMMISSIONER

### DIRECTIONS

1. Completed application form, and all materials should be emailed to [svest@whsaa.org](mailto:svest@whsaa.org) or mailed to WHSAA, 6571 E. 2<sup>nd</sup> Street, Casper, Wyoming 82609.
2. Applicants are invited to add or attach any additional information which will assist the Board in its evaluation.  
Applicants are asked **not** to contact members of the WHSAA Board of Directors. Questions and requests for information should be directed to Thomas Jassman, at 6571 E. 2<sup>nd</sup> Street, Casper, WY 82609, (307) 389-0654. Please do not list a WHSAA Board Member as a reference.

### BACKGROUND INFORMATION -- Please Print or Type

_____		_____		_____	
Last Name		First		Middle	
_____		( ) _____	( ) _____	_____	
Present Position		Business Phone		Home Phone	
_____			_____		
Business Address			Home Address		
_____			_____		
_____	_____	_____	_____	_____	_____
City	State	Zip Code	City	State	Zip Code
Number of People Reporting to You ____			Size of Administrative Unit ___		
Certificates Held _____					

**Please include a resume with Professional Education, Employment Experience, and References. Please include three letters of recommendation.**



**APPLICATION FOR WHSAA COMMISSIONER**

Page2

**PLEASE LIMIT YOUR REPOSE TO THE SPACE PROVIDED ON THIS PAGE.**

1. What qualities do you possess that make you an outstanding candidate for this position?

2. State your philosophical views as the commissioner of the Wyoming High School Activities Association.

**APPLICATION FOR WHSAA COMMISSIONER**

Page3

**MAILING INSTRUCTIONS**

Please email to [svest@whsaa.org](mailto:svest@whsaa.org) or mail the completed application form, resume,

and all supporting materials to:

**WYOMING HIGH SCHOOL ACTIVITIES ASSOCIATION  
6571 E. 2<sup>nd</sup> STREET  
CASPER, WYOMING 82609  
(307) 577-0614**