



Director of Educational Services

Job Description & Goal:

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 Division.

Reports to: SCHSL Commissioners.

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 as a whole, individuals and outside entities.

Qualifications

- Candidate must have a minimum of a bachelor's degree in a related field.
- 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.

Principal Responsibilities:

- Develop the strategic plan, budget 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.
- Oversee the development and implementation of student-focused educational workshops and clinics.
- Oversee Student-focused educational conferences, summits, workshops, and clinics.
- Research additional sources of funding for student service initiatives.
- Facilitate all student services trainings and program presentations, in addition to the creation and implementation of program educational initiatives.
- Facilitate the administration of recognition awards.

- 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.

Physical Requirements:

Medium Work: Exerting up to fifty pounds of force occasionally, up to twenty pounds of force frequently, up to ten pounds of force as needed to move objects and the ability to climb stairs.

Evaluation:

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

Benefits and Salary:

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 vacation, state retirement, and health insurance coverage are provided.

Application Procedure:

All applicants shall submit:

1. A letter of interest to include your vision for this position
2. A current resume of qualifications and experience

Note: Submit information no later than November 15, 2019, by email cindi@schsl.org or by mail to:

Jerome Singleton, Commissioner
SCHSL
PO Box 211575
Columbia, SC 29221-6575

The commissioner of the South Carolina High School League will select candidates for interviews. Final selection will be made prior to January 1, 2020. Deadline(s) will be extended if a suitable candidate is not found during interviews.

The South Carolina High School League is an Equal Opportunity Employer