



## **FULL TIME MIAA/MSAA EXECUTIVE DIRECTOR**

The Associations seek to engage a full-time individual who will assume Executive Director leadership and management responsibilities for both the Massachusetts Interscholastic Athletic Association (MIAA) and the Massachusetts School Administrators' Association (MSAA).

## **WHO WE ARE LOOKING FOR**

The successful candidate should be able to demonstrate a high level of leadership skills in the management of education-based athletics and school leadership. Specific MIAA responsibilities include sport/tournament management and administration, focus on major on-going MIAA tasks, and ad hoc initiatives. MSAA responsibilities will require knowledge of current research and trends in education and school leadership, as well as a grasp of Professional Development needs of school leaders and members of their staff. The position requires the evaluation and supervision of personnel, ability to organize and report on major events, lead under pressure, negotiate for venues, and conduct personal interactions with professionalism and civility.

**The candidate is both the face and voice for both organizations on the local, state and national level.**

## **QUALITIES SOUGHT**

- Education and/or professional experiences consistent with the position. Advanced degree in education, and/or educational leadership/administration is required.
- Demonstrated leadership and administrative success in previous professional position(s).
- Working knowledge of educational athletics experience is preferred.
- Outstanding communication skills: speaking, writing, and listening
- Ability to demonstrate superior written, verbal and presentation skills to all stakeholders.
- Ability to lead and manage an established work team with a positive staff culture.
- Attentive to details, well-organized, with the ability to lead both independently and collaboratively.
- Ability to initiate and implement short and long-range plans to meet Associations' needs, as they change with the times and circumstances.
- Demonstrated success in development and/or implementation of effective training programs.
- Expertise in areas of technology sufficient to provide staff leadership in this area.
- Ability to model behaviors/expectations for others to follow.
- Ability to positively represent the Associations, including during moments of conflict or contentiousness.
- Ability to analyze situations and create imaginative and resourceful solutions.
- Ability to promote, defend and uphold policy decisions.
- Ability to evaluate programs and create new initiatives.
- Proven leadership skills including the ability to: (1) define a vision for the organizations and their programs; (2) define tactics and strategies to implement the vision; and (3) to persuade others to commit to the success of the vision and organizational goals.
- Ability to advance work on many tasks at one time.
- Expertise in budget development and management, as well as personnel management.
- Working knowledge and understanding of school law.
- MSAA-MIAA are committed to attracting and retaining a diverse staff and will honor your experiences, perspectives and unique identity. Together, our community strives to create and maintain working and learning environments that are inclusive, equitable and welcoming.
- Personal qualities, include: integrity, courage, energy, sensitivity, and ability to work within a climate of diverse interests.

## **TO BE KNOWN**

- The position requires evenings, weekends, and travel. The Executive Director is readily available at all times should developments require his/her intervention or leadership.
- Salary – commensurate with experience and MIAA/MSAA salary structure.
- Benefits include: health, life, and disability insurance; retirement; paid sick leave and vacation days.

## **PROCESS**

- A letter of interest which reflects the value you would bring to the Associations, along with a resumé, three formal letters of reference, three personal references, two samples of published press releases, and certified copies of all transcripts should be submitted to the Executive Screening Committee, c/o Bonnie LeMote at [blemote@miaa.net](mailto:blemote@miaa.net).
- Only completed applications will be considered.
- Applications will be accepted through Monday, May 24, 2021 at 5:00 p.m. (EDT).
- Initial interviews will be targeted to be completed in June.

## **HISTORY OF THE ORGANIZATIONS**

- MSSAA grew out of the former Massachusetts Secondary School Principals' Association (MSSPA) which was founded in 1884 and is recognized as the oldest educational association in the nation.
- In 1914, MSSPA established a group called the Massachusetts High School Athletic Association to supervise athletics.
- In 1978, the Massachusetts Secondary School Administrators' Association (MSSAA) was created to provide a broad range of services, notably Professional Development and the Leadership Licensure (LLP Program); at the same time, the Massachusetts Interscholastic Athletic Association (MIAA) was formed to regulate and govern athletics.
- On July 1, 1995 a new Massachusetts Secondary School Administrators' Association (MSSAA) was formed when it formally joined with the Massachusetts Middle Level Administrators' Association. In 2017, this organization joined with its elementary counterparts and formed a PreK–12 Association, now called the Massachusetts School Administrators' Association (MSAA).

## **MSAA MISSION**

Serving the needs of elementary level, middle level and high school administrators of the Massachusetts School Administrators' Association to support and promote quality educational opportunities for elementary, middle and high school students throughout Massachusetts.

- Provide a voice of advocacy for educational leaders on significant local, state, and national issues.
- Provide school leaders with opportunities and services designed to promote collaboration, communication, and continuous school improvement.
- Provide executive leadership training for future leaders and current members of the Association and sponsor professional development programs to support the staff and schools of Association members.
- Develop, organize and facilitate guidelines and regulations for statewide student activities in the areas of non-athletic activities, wellness, leadership and citizenship.
- Act as an ongoing provider of pertinent and timely information to our members.
- Maximizing the number of active Association members.
- Collaborate with other professional and educational organizations for the improvement of elementary, middle and high school education.

The MSAA is a 501(c)(3) non-profit corporation whose members are school leaders. Approximately 2,200 PreK-High School Principals, Assistant Principals and Administrators are members of MSAA. The Association responds to the leadership needs of leaders and their schools through standing committee work, participation in statewide educational initiatives, state and national advocacy work and through highly acclaimed sponsorship of professional development offerings for Association members and their staffs. Governance and administration of MSAA is shared among PreK-12 School administrators.

## **MIAA MISSION**

The mission of the Massachusetts Interscholastic Athletic Association is to serve member schools and the maximum number of students by providing leadership and support for the conduct of interscholastic athletics which will enrich the educational experiences of all participants. The MIAA will promote activities that provide lifelong and life-quality learning experiences to students while enhancing their achievement of educational goals.

- The MIAA firmly believes that each student-athlete across the state serves as a role model.
- Promoting health and wellness for all students is the shared responsibility of families, schools, communities and the students themselves. To that end, the "Wellness" effort of the MIAA strives to help schools create programs and educational strategies for all constituencies on a regular basis to address any matter that might enhance or improve the well-being of the student.
- At the heart of the high school sport experience is the quality of coaching provided to student-athletes. A key element of having high quality coaching is ensuring that coaches have proper and ongoing training.
- The MIAA is committed to encouraging and promoting the high ideals of sportsmanship, integrity and ethics, as well as developing a positive environment for athletic events at all levels of interscholastic competition.
- Every action taken by a student-athlete, for better or worse, has an impact upon their peers, families and communities. Student-athletes are looked up to for their athletic talents and share an incredible power of influence as visible figures in and out of the school setting.

The MIAA is a 501(c)(3) private, non-profit corporation of approximately 378 public and private high schools throughout Massachusetts. The Association formally recognizes more than 35 sports for boys and girls, regulates high school athletics, sponsors regional and state championships, and places major focus upon the unique significance of "education-based" athletics. Approximately 230,000 student-athletes participate annually in athletic programs offered by MIAA member schools. Governance and administration of MIAA is shared among members of the Massachusetts Association of School Committees, Massachusetts Association of School Superintendents, high school administrators, athletic directors, coaches, game officials, and licensed physicians.

Additional information on both organizations may be found at: [MIAA Website and MSAA Website.](#)

## **DIVERSITY, EQUITY AND INCLUSION**

In February 2014, the Minority Inclusion Plan (MIP) was approved by the MIAA and MSSAA Board of Directors. The task has been to build an organization where diversity and inclusion are important parts of our culture and who we are. In the Fall 2016, as a direct response to the Minority Inclusion Plan (MIP), the MSAA and MIAA established the first ever Inclusion Committee. Since renamed the Diversity, Equity and Inclusion Committee (DEIC), the DEIC strives to redefine what DEI means, how schools practice, monitor, and evaluate DEI programs and services, and to provide DEI leadership trainings to increase the capacity to meet the DEI needs across the state.

As an integral committee within the MIAA and MSAA organizations. The DEIC is designed to assist our memberships in addressing the ongoing educational needs of our state-wide constituents and maintain an ongoing commitment to anti-racism education to assist in conversations regarding racism that are taking place across the country.

The MSAA/MIAA DEI committee is committed to promoting inclusiveness, awareness, acceptance and attitudes of nondiscrimination towards cultures, gender, race, disabilities, sexual orientation and religion. Massachusetts has nation leading programs in support of LGBTQ individuals, Special Olympics, Unified Sports and Para Sports inclusion integrated with MSAA/MIAA sports and Educational Athletics programs.

***MIAA/MSAA does not discriminate in its educational programs or activities on the basis of race, color, national or ethnic origin, ancestry, age, religion or religious creed, disability or handicap, sex or gender, gender identity and/or expression, sexual orientation, military or veteran status, genetic information, or any other characteristic protected under applicable federal, state or local law. Retaliation is also prohibited.***

## **EXECUTIVE DIRECTOR'S RESPONSIBILITIES AND TASKS**

### **HIRE AND MANAGE STAFF**

Staff is responsible for the minute-to-minute activities of the Associations. Being available to staff at any moment is a priority of the Executive Director (ED). This allows individual staff members to resolve questions before completing their tasks, whenever they see potential advantage to the ED's counsel. The staff is of high quality, self-motivated, and professionally acting, requiring less oversight by the Executive Director. The office culture is positive, empowering a very competent staff with the confidence to take initiative in areas of their responsibility that might not be considered in another environment. Staff is reviewed informally throughout the year and formally reviewed annually through structured meetings with one or more superiors who review their contributions to the team effort, compensation, as well as future goals and individual responsibilities. With the exception of the contracted executives (whose compensation is determined annually through the budget process), the executive director establishes salaries for the next fiscal year on the basis of "merit" within the parameters of the Boards' approved "pool" created through the budget process (in the category "Salaries/Other").

### **DAY-TO-DAY OPERATION**

The Executive Director is responsible and accountable for the day-to-day operations of the MIAA and MSAA. This role requires daily management consisting of emails, staff visits, incoming phone calls, and outside inquiries. While this is true, and it is also true that regardless of unexpected stimuli, the regular work and long-term vision of the associations must proceed concurrently and uninterrupted. Boards and committees must be serviced with pre-meeting and post-meeting activity by the staff responsible, which must also act on behalf of the committees and boards between meetings. MSAA members and MIAA school representatives who contact staff become the Associations main priorities. Additionally, information needs to flow uninterrupted regarding Association-sponsored activities, such as MSAA professional development, MIAA tournaments, annual meetings, etc.

### **COMMITMENT**

The Executive Director position requires a "24/7" commitment to be available as crisis occur. It is important that the Executive Director always is accessible by phone, text, and email to staff, Association leaders, or agents of the Association (e.g. MIAA tournament directors, MSAA committee chairs, and lobbyist). The Associations should not be in a position where a decision that must be made in a timely manner, does not happen because the Executive Director cannot be engaged.

### **STAFF NEEDS**

In addition to an open door which every member of staff feels comfortable entering, it is proven to be helpful that the office manager conduct regular meetings with the support staff. Similarly, the Executive Director conducts, or assures that, regular executive staff meetings take place. There are times when it is necessary for the Executive Director to meet with the entire staff and/or lead meetings of the support staff.

### **OUTREACH**

The Executive Director should interact at as many levels as possible with members of MSAA and leaders of MIAA member schools. The Executive Director communicates before the start of each academic year with members who serve on committees of both associations. Visiting with principals and athletic directors at Association-sponsored Fall Workshops, attending League Meetings, visiting with MSAA "neighborhood groups" are important to school leaders for whom the staff works. Attendance at the NIAAA December meeting provides the opportunity to host an appreciation social sponsored by the MIAA Board of Directors for the Massachusetts attendees in gratitude for the MIAA leadership and service provided throughout the year by our athletic directors. The Executive Director should take advantage of all public relations opportunity where he/she is about to share the vision of the Association and appreciation to the members.

**LEGAL, LEGISLATIVE, AND MEDIA RESPONSE**

The Executive Director is responsible for the Association legal and legislative matters, as well as external legal and legislative issues or challenges. Judgments and strategies must often be made quickly to meet unexpected challenges, or from the media. Often, a thoughtful quick response is required to address a newly identified impending issue.

**PROFESSIONAL DEVELOPMENT**

The Executive Director and other executive staff members have unique opportunities to benefit from professional development sponsored for state executives by the National Federation, NASSP and the NAESP.