

National Interscholastic Athletic Administrators Association Stipend Position Vacancy Announcement

Title: NIAAA Certification Program Director
Reports to: NIAAA Administrative Staff

Required Training and Background

1. Bachelor's Degree
2. Documented experience in educational Leadership
3. Documented record of successful leadership in support of professional growth activities for a national or state high school athletic association(s) and or national or state athletic directors association(s).
4. Experience and familiarity with the NIAAA Certification Program
5. Familiarity with NIAAA's Leadership Training institute
6. Knowledge and effective use of technology
7. CMAA Certification
8. NIAAA member
9. Retired by June 30, 2012 from regular full time employment

Preferred Training and Background

1. Master's degree
2. District-level (multiple school) athletic administrative experience and or administration of a comprehensive, large school athletics or extracurricular program

Responsibilities:

1. Liaison to:
 - a. State certification coordinators
 - b. LTI Program Coordinator
 - c. Accreditation Committee chair
 - d. National Certification Commission
 - e. State Education Agencies (CEU's and Programming)
2. Chair the Certification Committee
3. Organize, prepare agendas and conduct (or delegate):
 - a. Summer Sub-committee meeting
 - b. December Committee meeting
 - c. December CTA training meeting
 - d. December State Coordinators meeting
 - e. December CAA Exam
4. Training CAA readers and CMAA project readers and applications
5. Planning and organization of CTA certifications annually
6. Communication with CTA personnel
7. Act on Waiver requests
8. Accreditation compliance
9. Conduct random checks of state or regional testing sites
10. Review and monitor exam updates and test statistics
11. Work in collaboration with foreign affiliates
12. Maintain professional growth links for certification updates
13. Write IAA communication
14. Create webinar or conference call opportunities with committee
15. Technological efficiency and continuous improvement

16. Marketing Certification program with Principal and Superintendents nationwide
17. Marketing Certification program with university affiliates
18. Input and committee recommendations for Strategic Planning Committee
19. Facilitate, encourage and work closely with states in need of “outreach” programs
20. On invitation, travel to state and Section meetings/conferences to present NIAAA Certification Program information
21. In cooperation with the professional development manager and the executive staff, oversee all aspects of the Certification Program
22. Other duties as assigned by the NIAAA Executive Director

Application:

Submit letter of application and resume by December 31, 2011 to:
Bruce Whitehead, Executive Director, NIAAA,
9100 Keystone Crossing, Suite 650
Indianapolis, IN 46240

Submitted material must include:

1. Documentation of educational and professional background to demonstrate compatibility with preferred *and/or* required position requirements.
2. List of experiences related to professional growth and development programs for coaches and athletics directors
6. Letters of reference (2) documenting recent skill successes and experiences related to position description

Process:

1. Applications must be submitted by December 31, 2011
2. Applications will be screened by NIAAA Executive Staff
3. Interviews will be conducted by NIAAA Executive Staff and selected members of NIAAA Board of Directors on February 14 or 15, 2011 in Indianapolis
4. Successful candidate will assume duties July 1, 2011
5. Stipend and expenses will apply to this position/no additional benefits
6. No relocation required

For Further information, contact Bruce Whitehead, NIAAA Executive Director
bwhitehead@niaaa.org