

## Notice of Position Opening

### Iowa High School Speech Association

The Iowa High School Speech Association (IHSSA) is accepting applications for its Executive Director.

The Executive Director works directly with the IHSSA Board of Directors on the overall vision and mission of the IHSSA and is responsible for the planning and successful execution of approximately 50 annual speech and debate events in the state of Iowa. The IHSSA serves approximately 40,000 Iowa students in grades 9-12 and provides opportunities in state debate, Large Group All-State and IE All-State events.

**Required qualifications:** Qualifications include Bachelor's degree plus experience in the areas of theatre, speech, and debate or communications. Demonstrated experience in working with interscholastic speech and debate activities and service on state and/or national committees. Must possess excellent writing, interpersonal and verbal communication skills. Demonstrated ability to work collaboratively with a variety of colleagues. Strong multi tasker. Willingness to work nights and weekends on a flexible schedule.

**Preferred qualifications:** Good working knowledge of Iowa High School Speech activities, events and regulations. Demonstrated experience in working with the IHSSA activities and service on IHSSA committees. Experience in event management and speech coaching helpful. Experience working with school administrators, speech coaches and students. Strong customer service skills.

**Application:** To apply, send an updated resume, three professional letters of reference with contact information and a cover letter which outlines your unique qualifications for this position. Please email all your materials to Jean Berger at [jeanberger@ighsau.org](mailto:jeanberger@ighsau.org)

Applications will be accepted until the position is filled.

Start date is negotiated on or after July 1, 2022.

The IHSSA is housed with the Iowa Girls High School Athletic Union in West Des Moines, Iowa. Additional responsibilities within the IGHSAU are not required, but may be assigned based on a candidate's experience and expertise. For additional information, please contact the IGHSAU at 515-288-9741.

**JOB DESCRIPTION**

**Working Title:** Executive Director IHSSA  
**Reports To:** IHSSA Board of Directors/IGHSAU Executive Director  
**Review Date:** April, 2022

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**PRIMARY FUNCTION:**

**PERCENTAGE OF TIME CHARACTERISTIC DUTIES AND RESPONSIBILITIES**

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| 40% | 1. Executive Director, Iowa High School Speech Association-Responsible for the overall vision for the future of the IHSSA. Work directly with the IHSSA Board of Directors on the organization's development. Responsible for all committee set up and oversight of committee members and the Executive Committee of the IHSSA. Develop budget for the IHSSA and oversee all financial transactions. |
| 35% | 2. Responsible for all operations and daily functions of the IHSSA, including providing leadership for the overall scope in all areas. Responsible for all rule interpretations, judges training and judge review. Write and edit all publications with the IHSSA. Secure all sites for the 42 annual tournaments for 40,000 students and 489 member schools.  |
| 25% | 3. Event planning and coordination for the coaches' convention, state debate, Large Group All-State and IE All-State events. Determine award structure of the IHSSA.   |

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**GENERAL INFORMATION:** Qualifications include Bachelor's degree plus experience in the areas of theatre, speech, and debate or communications. Demonstrated experience in working with the IHSSA activities and service on IHSSA committees. Experience in event management and speech coaching helpful.

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